

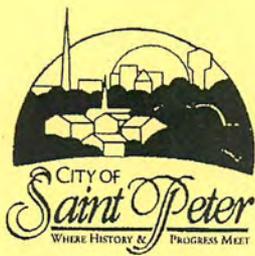
**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, March 10, 2014  
Community Center Governors' Room - 7:00 p.m.

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
- IV. VISITORS**
  - A. Scheduling of Visitor Comments on Agenda Items
  - B. General Visitor Comments
- V. APPROVAL OF CONSENT AGENDA ITEMS**
- VI. UNFINISHED BUSINESS**

None scheduled.
- VII. NEW BUSINESS**
  - A. Fire Relief Association Bylaws
  - B. Tobacco Ordinance Modification (E-Cigarettes)
  - C. Unbudgeted Purchase: Utility Truck
  - D. Rain Barrel Program
  - E. Nicollet Avenue Electric Project Materials Bid Authorization
- VIII. REPORTS**
  - A. MAYOR**
  - B. CITY ADMINISTRATOR**
    - 1. Downtown Flower Program
    - 2. City/County Meeting Schedule
    - 3. Transit Anniversary
    - 4. Others
- IX. ADJOURNMENT**

Office of the City Administrator  
Todd Prafke



I. CALL TO ORDER

Mayor pro tem Brand will call the meeting to order and lead the Pledge of Allegiance.

II. APPROVAL OF AGENDA

A motion to approve the agenda, as posted in accordance with the Open Meetings Law, will be entertained. A MOTION is in order.

III. APPROVAL OF MINUTES

A copy of the minutes of the February 24, 2014 regular Council meeting is attached for approval. A MOTION is in order.

IV. VISITORS

A. **Scheduling of Visitor Comments On Agenda Items**

Members of the audience wishing to address the Council with regard to an agenda item later in the meeting should be noted at this time.

B. **General Visitor Comments**

Members of the audience wishing to address the Council concerning items not on the agenda may do so at this time.

V. APPROVAL OF CONSENT AGENDA ITEMS

The consent agenda, including approval of the schedule of disbursements for February 20, 2014 through March 5, 2014 are attached. Please see the attached staff reports and RESOLUTION.

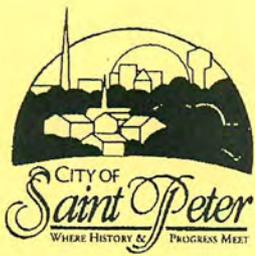
VI. UNFINISHED BUSINESS

None scheduled.

VII. NEW BUSINESS

A. **ADOPTION OF A RESOLUTION ADOPTING UPDATED FIRE RELIEF ASSOCIATION BYLAWS**

The Fire Relief Association has re-written their bylaws using the model document provided by the State Auditor's Office. Approval is recommended. Please see the attached staff report and RESOLUTION.



**B. ADOPTION OF AN ORDINANCE MODIFYING TOBACCO REGULATIONS AND A RESOLUTION RESTRICTING USE OF E-CIGARETTES IN CITY OWNED BUILDINGS**

Following Council discussion at previous workshops, staff has developed a modification to the City's tobacco licensing regulations to include licensing regulations for products commonly known as "e-cigarettes". A resolution has also been prepared for Council consideration to prohibit use of e-cigarette products within ten feet of a City owned building. Please see the attached staff report, ORDINANCE and RESOLUTION.

**C. ADOPTION OF A RESOLUTION APPROVING UNBUDGETED PURCHASE OF REPLACEMENT VEHICLE**

Staff recommends authorization be given for an unbudgeted purchase of a replacement vehicle for the Stormwater Utility. Funding will come from budgeted Stormwater Funds and will be allocated in the 2014 water and wastewater funds when adopted. Please see the attached staff report and RESOLUTION.

**D. ADOPTION OF A RESOLUTION APPROVING EXTENSION OF RAIN BARREL PROGRAM IN 2014**

Staff recommends authorization be provided to extend the 2012 and 2013 rain barrel program for the period April 15, 2014 to July 15, 2014. Please see the attached staff report and RESOLUTION.

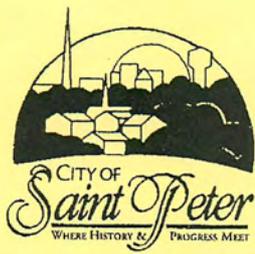
**E. ADOPTION OF A RESOLUTION AUTHORIZING RECEIPT OF BIDS FOR MATERIALS PURCHASE FOR NICOLLET AVENUE ELECTRIC PROJECT**

Staff recommends authorization be provided to receive bids for materials for electric utility work. Please see the attached staff report and RESOLUTION.

**VIII. REPORTS**

**A. MAYOR PRO TEM**

Any reports by the Mayor pro tem will be provided at this time.



**B. CITY ADMINISTRATOR**

**1. REPORT ON DOWNTOWN FLOWER PROGRAM**

A report will be provided at this time on the downtown flower program.

**2. REPORT ON CITY/COUNTY MEETING SCHEDULE**

A report will be provided at this time on the schedule for the next City/County meeting.

**3. REPORT ON TRANSIT ANNIVERSARY**

A report will be provided at this time on the upcoming 25<sup>th</sup> anniversary of the City's transit service.

**4. OTHERS**

Any further reports by the City Administrator will be provided at this time.

**IX. ADJOURNMENT**

Office of the City Administrator  
Todd Prafke

**CITY OF SAINT PETER, MINNESOTA**

**OFFICIAL PROCEEDINGS**

**MINUTES OF THE CITY COUNCIL MEETING  
FEBRUARY 24, 2014**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on February 24, 2014.

A quorum present, Mayor pro tem Brand called the meeting to order at 7:00 p.m. The following members were present: Councilmembers Grams, Zieman, Kvamme, Brand, and Parras. Absent were Councilmember Carlin and Mayor Strand. The following officials were present: City Administrator Prafke, City Attorney Brandt, and City Engineer Domras.

**Approval of Agenda** – A motion was made by Kvamme, seconded by Zieman, to approve the agenda. With all in favor, the motion carried.

**Approval of Minutes** – A motion was made by Parras, seconded by Kvamme, to approve the minutes of the February 10, 2014 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the February 10, 2014 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

**Consent Agenda** – In motion by Parras, seconded by Grams, Resolution No. 2014-19 entitled "Resolution Approving Consent Agenda" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-19 is contained in the City Administrator's book entitled Council Resolutions 20.

City Administrator Prafke noted that an emergency repair request for the Snogo snow blower was also included on the agenda as Item "G" under New Business.

**Revolving Loan Modification Request: Beaudry Creative, Inc.** – Community Development Director Wille presented the Economic Development Authority recommendation for approval of a request by Liz Beaudry for a second extension on the balloon payment date of her revolving loan for Beaudry Creative, Inc. Wille reported the second balloon payment date was February 1, 2014 and Ms. Beaudry had been unable to make the entire payment at that time and had been unsuccessful in receiving conventional financing for the loan as she has been putting her profits back into the business. Wille noted that Beaudry has a perfect payment history and the EDA did recommend approval to extend the balloon payment date to February 1, 2016. In motion by Kvamme, seconded by Parras, Resolution No. 2014-20 entitled "Resolution Modifying The Terms Of A Revolving Loan Previously Provided To Beaudry Creative, Inc. (Envision, Design That Works)", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-20 is contained in the City Administrator's book entitled Council Resolutions 20.

**Request For City Assistance: St. Patrick's Day Parade** – City Administrator Prafke recommended approval be provided for a request submitted by the St. Peter Ambassador's for City assistance with the St. Patrick's Day parade. Prafke stated the requested assistance included traffic control, road closure barricades and "no parking" restrictions along the parade route and staging area. Prafke recommended the approval contingent upon receipt of a

certificate of insurance naming the City of Saint Peter as an additional insured in an amount not less than \$1,500,000 per occurrence. In motion by Zieman, seconded by Kvamme, Resolution No. 2014-21 entitled "Resolution Authorizing City Assistance For St. Patrick's Day Parade", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-21 is contained in the City Administrator's book entitled Council Resolutions 20.

**2014 Equipment Certificate Purchase: Rotary Mower** – Public Works Director Giesking requested authorization to purchase a Hustler 3700 all-wheel drive rotary mower from Bobcat of Mankato in the amount of \$35,220 to replace the Toro 19A mower which would be declared as surplus and offered for public sale. Giesking noted the Toro unit was experiencing mechanical failures and Toro was no longer manufacturing mowers of that size. Giesking also pointed out that the Hustler mower was a demo unit that was being offered to the City at a \$3,000 discount and that funding for the purchase had been included in the 2014 Equipment Certificate Fund. In motion by Zieman, seconded by Grams, Resolution No. 2014-22 entitled "Resolution Authorizing 2014 Equipment Certificate Purchase: Hustler 3700 Tractor", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-22 is contained in the City Administrator's book entitled Council Resolutions 20.

**Unbudgeted Purchase: Flower Watering Cart** – Public Works Director Giesking requested authorization for the unbudgeted purchase of an electric all-terrain vehicle that would replace the Snapper ATV being used for the downtown flower program. Giesking reminded Councilmembers the City would be taking over the downtown flower program from the Ambassador's and the Snapper unit the Ambassador's had purchased and donated for the program had mechanical issues and was no longer usable. Giesking recommended a Polaris EV Ranger be purchased from Vetter Sales of Kasota under the state bid contract in the amount of \$10,631.94 and the existing water tank and wand would be modified to fit the new vehicle. Giesking also suggested funding for the unbudgeted purchase be from excess equipment certificate funds as three purchases already approved from the fund had come in under budget. In motion by Parras, seconded by Kvamme, Resolution No. 2014-23 entitled "Resolution Authorizing Unbudgeted Purchase Of Electric All-Terrain Vehicle For Downtown Flower Watering Program To Be Funded By 2014 Equipment Certificate", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-23 is contained in the City Administrator's book entitled Council Resolutions 20.

**MnDOT Cooperative Agreement: Highway 169** – Public Works Director Giesking requested approval for execution of a cooperative agreement with the Minnesota Department of Transportation (MnDOT) outlining the City and MnDOT's responsibilities for the Highway 169 North project. Giesking reminded Councilmembers that the City's involvement in the MnDOT project was limited to the stretch of Highway 169 from Union Street to the Highway 169 intersection with Old Minnesota Avenue and that the City was doing a project in conjunction with the Highway project to make improvements along Old Minnesota Avenue from Union Street to St. Julien Street. Giesking also noted the City's project would be bid on April 18<sup>th</sup> and the MnDOT project would be bid on April 11<sup>th</sup> with construction expected to occur beginning in mid-May depending on spring flooding. City Administrator Prafke noted the projects were being done coincidentally to be less intrusive to local businesses.

Councilmember Parras expressed his opposition to the proposed roundabout at the Old Minnesota Avenue/St. Julien Street intersection. City Administrator Prafke noted that the

proposed agreement doesn't require the City to build the roundabout but does require the City to fund it and it does assume the City has worked in good faith with MnDOT on both projects. Prafke noted that should the roundabout not be constructed, it would be difficult to "untangle" the joint planning that has occurred with MnDOT over the last two years. Prafke also pointed out that approval of the roundabout bids would require separate Council action at a later date.

In motion by Kvamme, seconded by Zieman, Resolution No. 2014-24 entitled "Resolution Approving Execution Of Highway 169 Reconstruction Project Cooperative Agreement With The Minnesota Department Of Transportation (MnDOT) Project Number S.P. 5209-66", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-24 is contained in the City Administrator's book entitled Council Resolutions 20.

**MnDOT Cooperative Agreement: Highway 99** – Public Works Director Giesking also requested approval for execution of a cooperative agreement with the Minnesota Department of Transportation (MnDOT) for the Highway 99 bridge project. Giesking pointed out that the City's responsibilities on the project will include maintenance of the wiring, light bulbs and globes on the lights and that the City will continue to maintain the conduits used for the electric distribution and transmission lines and the 2" conduit that is currently empty. Councilmember Grams questioned why the past discussion about replacing the bridge is no longer being considered. City Administrator Prafke indicated that MnDOT has determined it is less expensive to restore the historically significant bridge than replacing it.

In motion by Parras, seconded by Kvamme, Resolution No. 2014-25 entitled "Resolution Approving Execution Of A Project Cooperative Agreement With The Minnesota Department Of Transportation For The Reconstruction Of The Trunk Highway 99 Bridge Over The Minnesota River, State Project Number S.P. 4008-25", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-25 is contained in the City Administrator's book entitled Council Resolutions 20.

**Emergency Repairs: SnoGo Snow Blower** – Public Works Director Giesking requested authorization to make emergency repairs in an amount not to exceed \$25,000 to the City's large Snogo snow blower which had a broken fan housing and gear box. Giesking indicated the equipment, which is 34 years old, was still important to the snow removal process in the downtown and staff had been unable to find a rental unit to use until repairs are made. Giesking reported the equipment could be repaired by MacQueen Equipment in St. Paul, but it would not be returned until March 14<sup>th</sup> at the earliest, there are no guarantees the engine would last much longer, and there are no parts available should the engine fail. Giesking indicated a smaller blower was being used, but having the Snogo equipment in place allowed the work to be done faster. Giesking informed the Council that staff's recommendation was to make the repairs.

The Council had extensive discussion on whether it was wiser to make \$25,000 in repairs on the Snogo, which ultimately would increase the machine's resale value, and possibly allow the City to wait 5-10 years before spending up to \$150,000 for a replacement blower, or to not make the repairs and use the smaller blower until a replacement large blower is purchased.

In motion by Zieman, seconded by Kvamme, Resolution No. 2014-26 entitled "Resolution Authorizing Emergency Repairs To SnoGo Snow Blower Unit #16D", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-26 is contained in the City Administrator's book entitled Council Resolutions 20.

**Reports**

**Mayor Pro Tem Reports** – Mayor pro tem Brand reported Mayor Strand had proclaimed March, 2014 as “Women’s History Month” in the City.

**Highway 169 Project Update** – City Administrator Prafke indicated that based on the discussion about the Highway 169 cooperative agreement, he would not make any further report on the project.

**March 10<sup>th</sup> Council Meeting** – City Administrator Prafke reminded Councilmembers that with Councilmember Carlin’s extended absence and Councilmember Kvamme and Mayor Strand going to Washington DC on March 10<sup>th</sup>, each of the remaining Councilmembers must attend to make a quorum. Prafke asked Councilmembers to notify him as soon as possible if they were unable to make the March 10<sup>th</sup> Council meeting.

**Refuse Switchover To LJP** – City Administrator Prafke reported the City had received numerous calls from customers about the switchover to LJP for refuse hauling, and while the change from Waste Management to LJP was going slower than expected, it was going relatively smoothly.

**Executive Session: Land Purchase Negotiations** – City Administrator Prafke asked for a closed session of the City Council, as allowed under State Statutes, to discuss land purchase negotiations. In motion by Kvamme, seconded by Parras, Resolution No. 2014-27 entitled “Resolution Calling For Closed Session”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-27 is contained in the City Administrator’s book entitled Council Resolutions 20.

The Council adjourned to closed session in the Traverse des Sioux Room of the Community Center at 8:23 p.m.

The Council returned to open session at 9:02 p.m.

There being no further business, a motion was made by Grams, seconded by Parras, to adjourn. With all in favor, the motion carried and the meeting adjourned at 9:03 p.m.

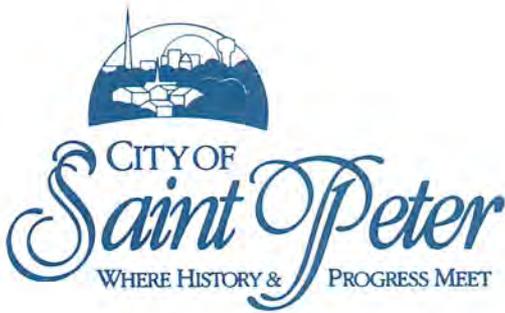
---

Timothy Strand  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** March 4, 2014

**FROM:** Lewis Giesking  
Director of Public Works

**RE:** Trailer Mounted Hydro Seeder

### ACTION/RECOMMENDATION

Authorize purchase a Trailer Mounted Hydro Seeder from Tri-State Bobcat of Burnsville, Minnesota in the amount of \$12,920.00.

### BACKGROUND

The 2014 Stormwater Utility Capital budget contains money for the purchase of a trailer mounted hydro seeder. According to the Minnesota Pollution Control Agency and our MS4 Permit all exposed soils are required to be stabilized within 14 days and permit holders of construction sites are required to provide winter stabilization. With this unit, the stormwater utility will be able to provide a level of service to help contractors and City utility staff with their requirements when obtaining a right-of-way permit.

In the past, it has been difficult for construction site permit holders to find someone to spray the exposed soils with mulch prior to the ground freezing. With this resource available, permit holders have the option of taking advantage of the unit and having the City bring their site into permit compliance by spraying the mulch on the exposed soils. The stormwater staff will be evaluating the material and labor costs and will develop a fee for its use. Fees charged will help cover the cost of the unit and can generate replacement funds in the future. This unit will also help keep the City in compliance with our stormwater permit as issued by the Minnesota Pollution Control Agency.

Three formal written proposals were received following for the purchase and Tri-State Bobcat submitted the lowest proposal.

Tri-State Bobcat, Burnsville	\$12,920.00
Ramy Turf, Mankato	\$14,385.00
Jackson Farm, West Concord	\$24,664.00
E Jefferson Equipment & Supply, Jordan	did not submit proposal

If approved by the Council, Tri-State bobcat will have 60 days to deliver the hydro seeder.

**FISCAL IMPACT:**

Funds are allocated in the 2014 stormwater budget.

**ALTERNATIVES/VARIATIONS:**

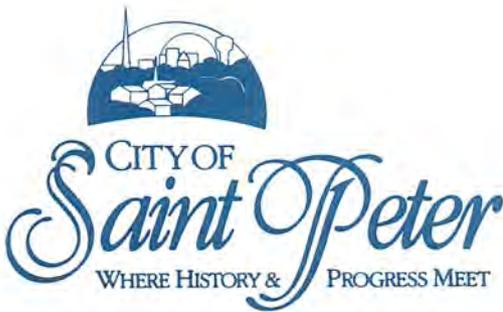
Do not act: Staff will await City Council direction.

Negative Votes: Staff will await City Council direction.

Modification of the Resolution: This is always an option of the Council.

Please feel free to contact me should you have any questions or concerns about this agenda item.

LGG/amg



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** March 4, 2014

**FROM:** Lewis Giesking  
Director of Public Works

**RE:** Purchase of a 500 kVA Transformer

### ACTION/RECOMMENDATION

Authorize purchase of a 500 kVA three-phase transformer from WESCO Distribution in the amount of \$10,377.56.

### BACKGROUND

Nicollet County is constructing a new office building adjacent to Front Street within the City. The electric utility staff has been working with the electrical engineers for the project and determined a 500 kVA, three-phase, 208 Y/120 pad mount transformer is required to provide service to the new building. A 208 voltage was selected to match the voltage of the existing courthouse buildings. The building is proposed to be constructed during the year 2014 and the transformer will be needed by September of this year. Two quotes were obtained for the purchase:

<u>COMPANY</u>	<u>QUOTE</u>	<u>WITH TAX</u>	<u>DELIVERY</u>	<u>LIFETIME (30 YR) COST</u>
Border States	\$10,825.00	\$11,569.22	26 weeks	\$29,390.00
WESCO	\$9,710.00	\$10,377.56	8 weeks	\$29,687.00

A thirty-year analysis was completed comparing losses, which showed the WESCO transformer would cost \$297, total cost, more than the Border States transformer over a 30 year period. However, it is recommended to purchase the WESCO transformer as the delivery time is short making it available when needed in September 2014.

### FISCAL IMPACT:

The purchase will be funded through the Electric Fund.

### ALTERNATIVES/VARIATIONS:

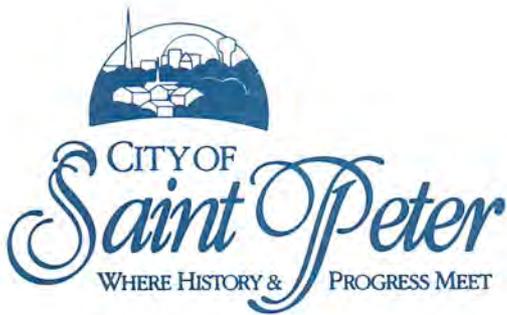
Do not act: Staff will move forward with the purchase.

Negative Votes: Staff will seek City Council direction.

Modification of the Resolution: This is always an option of the City Council.

Please feel free to contact me should you have any questions or concerns about this agenda item.

LGG/amg



## Memorandum

**TO:** Todd Prafke  
City Administrator

**FROM:** Lewis Giesking *Lew*  
Director of Public Works

**RE:** Declaration of Surplus Items

**DATE:** March 4, 2014

### ACTION/RECOMMENDATION

It is recommended the City Council declare the 2008 STIHL chainsaw and 2004 STIHL pole chain saw surplus and place this item on the state auction website.

### BACKGROUND

The 2008 STIHL chainsaw is recommended to be declared surplus as it was replaced with a new, lightweight, higher CC motor, STIHL MS 150T chainsaw and also to be declared surplus is the 2004 STIHL pole saw for that too was replaced with a new lighter STIHL HT-131 pole saw. The Environmental Services Utility updates their saws about every five or six years to keep up with the ever-changing chainsaw industry. Staff is recommending the chainsaws go on the State Auction Website with an estimated value between \$175.00 and \$300.00 each.

#### **Fiscal Impact:**

Funds generated would be returned to the Environmental Services Budget.

#### **Alternatives and Variations:**

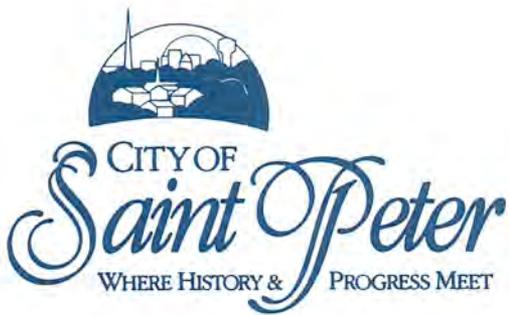
Vote in favor: Staff will place this item on the state auction website.

Negative Vote: Staff will await further direction regarding the surplus item.

Modification of the Resolution: This is always an option of the City Council.

Please feel free to contact me should you have any questions or concerns about this agenda item.

LGG/TM/amg



## Memorandum

To: Todd Prafke  
City Administrator

Date: March 5, 2014

Fr: Cindy Moulton *Cindy*  
Administrative Secretary

Re: License

### ACTION/RECOMMENDATION

Provide approval of license.

### BACKGROUND

The Creative Play Place is doing their annual fund raiser at the Mill Pond/Riverside Park on Saturday, May 31, 2014. They are requesting City Council approval to hold their duck race.

Please place this item on the March 10, 2014 City Council consent agenda.

### FISCAL IMPACT:

None other than receipt of the permit fees.

### ALTERNATIVES/VARIATIONS:

Do Not Act: No further action will be taken without Council direction.

Denial: The applicants will be informed of the Council decision.

Modification of the Resolution: This is always an option of the Council.

Please feel free to contact me if you have any questions or concerns about these agenda items.

CKM

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
A. H. HERMEL WHOLESale	concessions	COMMUNITY CENTER	COMMUNITY CENTER	<u>456.09</u>
			TOTAL:	456.09
AFFORDABLE JETTING INC.	430 ritt st service	TORNADO DISASTER R	ECONOMIC DEVMT	<u>185.00</u>
			TOTAL:	185.00
ALL AMERICA PRESSURE WASHER MFG., INC.	3/8" hi pressure swivels	WATER	DISTRIBUTION AND STORA	<u>45.00</u>
			TOTAL:	45.00
ALPHA WIRELESS COMMUNICATIONS CO	mike w radio battery	GENERAL FUND	MUNICIPAL BUILDING	<u>41.25</u>
			TOTAL:	41.25
AMAZON	display racks reimb cpp	LIBRARY FUND	LIBRARY	<u>169.98</u>
			TOTAL:	169.98
AMERICAN ENGINEERING TESTING INC	soils testing	WATER	PURIFICATION AND TREAT	868.00
	visual weld inspection	ELECTRIC FUND	POWER PRODUCTION	<u>1,315.50</u>
			TOTAL:	2,183.50
AMERICAN EXPRESS	2014 membership rewards fe	ELECTRIC FUND	ADMIN AND GENERAL	<u>90.00</u>
			TOTAL:	90.00
AMERICAN PAYMENT CENTERS	qtrly drop box rental	WATER	CUSTOMER ACCOUNTS	19.50
	qtrly drop box rental	WASTE WATER FUND	CUSTOMER ACCOUNTS	19.50
	qtrly drop box rental	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	19.50
	qtrly drop box rental	ELECTRIC FUND	CUSTOMER ACCOUNTS	<u>19.50</u>
			TOTAL:	78.00
AMERICAN RED CROSS	lgt training trainer fee	GENERAL FUND	SWIMMING POOL	<u>27.00</u>
			TOTAL:	27.00
AMERICAN WATER WORKS ASSOCIATION	2014 dues chris voeltz	WATER	ADMIN AND GENERAL	<u>183.00</u>
			TOTAL:	183.00
ANDRESEN PLUMBING AND HEATING	pw mens rr svc	GENERAL FUND	STREETS	20.00
	pw mens rr svc	GENERAL FUND	PARKS	16.00
	pw mens rr svc	WATER	ADMIN AND GENERAL	8.00
	pw mens rr svc	WASTE WATER FUND	ADMIN AND GENERAL	8.00
	pw mens rr svc	ENVIRON SERVICES F	ADMIN AND GENERAL	8.00
	pw mens rr svc	ELECTRIC FUND	ADMIN AND GENERAL	<u>20.00</u>
			TOTAL:	80.00
APT MACHINING & FABRICATING, INC	blades welded,crack ground	WASTE WATER FUND	SOURCE/TREATMENT	<u>600.00</u>
			TOTAL:	600.00
AUDIO EDITIONS	new audio books	LIBRARY FUND	LIBRARY	<u>156.47</u>
			TOTAL:	156.47
BRAUN INTERTEC CORPORATION	soil analys holiday inters	GENERAL FUND	STREETS	<u>4,690.80</u>
			TOTAL:	4,690.80
C & S SUPPLY CO INC	rick safety boots	GENERAL FUND	PARKS	118.95
	chain saw parts,snap ring	ENVIRON SERVICES F	REFUSE DISPOSAL	8.39
	jake y clothing	STORMWATER FUND	ADMINISTRATION AND GEN	<u>104.17</u>
			TOTAL:	231.51

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
CENTERPOINT ENERGY MINNEGASCO	gas feb '14	GENERAL FUND	FIRE	840.26	
	gas feb '14	GENERAL FUND	STREETS	842.38	
	gas feb '14	GENERAL FUND	SWIMMING POOL	45.10	
	gas feb '14	GENERAL FUND	PARKS	673.90	
	gas feb '14	LIBRARY FUND	LIBRARY	1,590.43	
	gas feb '14	COMMUNITY CENTER	COMMUNITY CENTER	4,013.19	
	gas feb '14	WATER	PURIFICATION AND TREAT	2,112.83	
	gas feb '14	WATER	PURIFICATION AND TREAT	214.60	
	gas feb '14	WATER	ADMIN AND GENERAL	336.95	
	gas feb '14	WASTE WATER FUND	COLLECTOR/LIFT STAT	12.59	
	gas feb '14	WASTE WATER FUND	SOURCE/TREATMENT	11,915.93	
	gas feb '14	WASTE WATER FUND	ADMIN AND GENERAL	336.95	
	gas feb '14	ENVIRON SERVICES F	ADMIN AND GENERAL	336.94	
	gas feb '14	ELECTRIC FUND	ADMIN AND GENERAL	842.38	
		TOTAL:			24,114.43
	CENTRAL FIRE PROTECTION INC	recharge 3 fire ext	GENERAL FUND	FIRE	66.00
			TOTAL:	66.00	
CHARD TILING & EXCAVATING	wash link pay est 1 part 2 PERM IMPROVMENT RE		STREETS	17,503.75	
			TOTAL:	17,503.75	
CHEMSEARCH	red voltz ii solvent mixtu	GENERAL FUND	STREETS	57.69	
	red voltz ii solvent mixtu	GENERAL FUND	PARKS	57.69	
	red voltz ii solvent mixtu	WATER	DISTRIBUTION AND STORA	28.85	
	red voltz ii solvent mixtu	WASTE WATER FUND	SOURCE/TREATMENT	28.85	
	red voltz ii solvent mixtu	ENVIRON SERVICES F	REFUSE DISPOSAL	28.85	
	red voltz ii solvent mixtu	ELECTRIC FUND	POWER DISTRIBUTION	57.69	
	red voltz ii solvent mixtu	STORMWATER FUND	TREATMENT	28.85	
		TOTAL:			288.47
CINTAS FIRST AID & SAFETY	first aid cabinet	GENERAL FUND	STREETS	5.23	
	first aid cabinet	GENERAL FUND	PARKS	4.18	
	first aid cabinet	WATER	ADMIN AND GENERAL	2.09	
	first aid cabinet	WASTE WATER FUND	ADMIN AND GENERAL	2.09	
	first aid cabinet	ENVIRON SERVICES F	ADMIN AND GENERAL	2.10	
	first aid cabinet	ELECTRIC FUND	ADMIN AND GENERAL	5.23	
		TOTAL:			20.92
COLE PAPERS INC	icemelt,kleenex,towels	GENERAL FUND	CITY ADMINISTRATION	30.36	
	icemelt,kleenex,towels	GENERAL FUND	CITY CLERK	30.36	
	icemelt,kleenex,towels	GENERAL FUND	FINANCE	20.24	
	icemelt,kleenex,towels	GENERAL FUND	POLICE	16.19	
	icemelt,kleenex,towels	GENERAL FUND	BUILDING INSPECTOR	8.10	
	icemelt,kleenex,towels	GENERAL FUND	PUBLIC WORKS ADMIN	4.05	
	air frsh,urinl blks,tt det	GENERAL FUND	STREETS	52.32	
	air frsh,urinl blks,tt det	GENERAL FUND	PARKS	52.32	
	icemelt,kleenex,towels	GENERAL FUND	ECONOMIC DEVMT	2.02	
	cleaning supplies	LIBRARY FUND	LIBRARY	211.05	
	auto scrubber	COMMUNITY CENTER	COMMUNITY CENTER	10,881.40	
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	844.22	
	air frsh,urinl blks,tt det	WATER	DISTRIBUTION AND STORA	26.16	
	icemelt,kleenex,towels	WATER	ADMIN AND GENERAL	18.21	
	air frsh,urinl blks,tt det	WASTE WATER FUND	SOURCE/TREATMENT	26.16	
	icemelt,kleenex,towels	WASTE WATER FUND	ADMIN AND GENERAL	18.21	
	air frsh,urinl blks,tt det	ENVIRON SERVICES F	REFUSE DISPOSAL	26.16	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	air frsh,urinl blks,tt det	ELECTRIC FUND	POWER DISTRIBUTION	52.32
	icemelt,kleenex,towels	ELECTRIC FUND	ADMIN AND GENERAL	54.64
	air frsh,urinl blks,tt det	STORMWATER FUND	TREATMENT	26.15
			TOTAL:	12,400.64
COUNTRY INN & SUITES	shade tree course hotel3/1	ENVIRON SERVICES F	ADMIN AND GENERAL	240.08
			TOTAL:	240.08
CUMMINS NPOWER, LLC	gen#4 coolant leak repair	ELECTRIC FUND	POWER PRODUCTION	1,072.24
			TOTAL:	1,072.24
DEMCO, INC.	processing suuplies	LIBRARY FUND	LIBRARY	206.85
			TOTAL:	206.85
DEZURIK, INC.	butterfly valve	WATER	PURIFICATION AND TREAT	2,679.00
			TOTAL:	2,679.00
DGR ENGINEERING	brdwy gen plant 1/31/14	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	2,437.50
			TOTAL:	2,437.50
DITTRICH MECHANICAL & FABRICATION	430 ritt st thaw frzn h2o	TORNADO DISASTER R	ECONOMIC DEVMT	755.00
			TOTAL:	755.00
EMERGENCY RESPONSE SOLUTIONS	50" yellow hfx	GENERAL FUND	FIRE	298.00
	8-50' red hfx,1-50'yellow	GENERAL FUND	FIRE	2,330.00
	cylinder & valve assembly	GENERAL FUND	FIRE	4,862.88
			TOTAL:	7,490.88
FASTENAL COMPANY	heat shrink terminals	GENERAL FUND	STREETS	6.25
	ear protection	GENERAL FUND	STREETS	27.21
	heat shrink terminals	GENERAL FUND	PARKS	6.25
	ear protection	GENERAL FUND	PARKS	21.77
	heat shrink terminals	WATER	DISTRIBUTION AND STORA	3.12
	ear protection	WATER	ADMIN AND GENERAL	10.88
	heat shrink terminals	WASTE WATER FUND	SOURCE/TREATMENT	3.12
	ear protection	WASTE WATER FUND	ADMIN AND GENERAL	10.88
	heat shrink terminals	ENVIRON SERVICES F	REFUSE DISPOSAL	3.12
	ear protection	ENVIRON SERVICES F	ADMIN AND GENERAL	10.89
	heat shrink terminals	ELECTRIC FUND	POWER DISTRIBUTION	6.25
	ear protection	ELECTRIC FUND	ADMIN AND GENERAL	27.21
	heat shrink terminals	STORMWATER FUND	TREATMENT	3.13
			TOTAL:	140.08
FLEETPRIDE	replace cylinder packing	GENERAL FUND	FIRE	228.79
			TOTAL:	228.79
FOUR SEASONS OVERHEAD DOOR, LLC	installed 2 door springs	GENERAL FUND	STREETS	256.25
	installed 2 door springs	GENERAL FUND	PARKS	205.00
	installed 2 door springs	WATER	ADMIN AND GENERAL	102.50
	installed 2 door springs	WASTE WATER FUND	ADMIN AND GENERAL	102.50
	installed 2 door springs	ENVIRON SERVICES F	ADMIN AND GENERAL	102.50
	installed 2 door springs	ELECTRIC FUND	ADMIN AND GENERAL	256.25
			TOTAL:	1,025.00
GENERAL REPAIR SERVICE	dosing monitor kit	WATER	PURIFICATION AND TREAT	359.01
			TOTAL:	359.01

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GENERATIONS PHOTOGRAPHY & VINYL CREATI	37a,913 city logos & id nu	ELECTRIC FUND	POWER DISTRIBUTION	55.00
			TOTAL:	55.00
GENESIS	february fuel	GENERAL FUND	FIRE	45.29
	february fuel	GENERAL FUND	STREETS	7,994.14
	february fuel	GENERAL FUND	PARKS	1,379.77
	february fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	201.76
	february fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	111.17
	february fuel	ELECTRIC FUND	POWER DISTRIBUTION	546.80
	february fuel	STORMWATER FUND	TREATMENT	341.34
	february fuel	TRANSIT	TRANSIT/TRANSPORTATION	478.04
			TOTAL:	11,098.31
STEPHEN C GRAMS	new council trning exp	GENERAL FUND	MAYOR & COUNCIL	207.47
			TOTAL:	207.47
JAMES GRUHOT	sp engineer license&exam f	WATER	ADMIN AND GENERAL	75.00
			TOTAL:	75.00
HAWKINS, INC.	sodium hydro	WATER	PURIFICATION AND TREAT	1,170.00
			TOTAL:	1,170.00
HOLIDAY COMMERCIAL	february fuel	GENERAL FUND	POLICE	368.95
	february car wash	GENERAL FUND	POLICE	7.47
	fubruary fuel	GENERAL FUND	BUILDING INSPECTOR	130.27
	february fuel	GENERAL FUND	STREETS	258.42
	february fuel	GENERAL FUND	PARKS	252.71
	february fuel	COMMUNITY CENTER	COMMUNITY CENTER	18.73
	february fuel	WATER	SOURCE OF SUPPLY	36.94
	february fuel	WATER	PURIFICATION AND TREAT	55.41
	february fuel	WATER	DISTRIBUTION AND STORA	277.03
	february fuel	WATER	CUSTOMER ACCOUNTS	55.13
	february fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	56.24
	february fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	55.13
	february fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	162.97
	february fuel	ELECTRIC FUND	POWER DISTRIBUTION	351.64
	february fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	55.15
	february fuel	STORMWATER FUND	TREATMENT	283.48
			TOTAL:	2,425.67
INDUSTRIAL SEALING & LUBRICATION, INC.	royal purple synth lubrica	WASTE WATER FUND	SOURCE/TREATMENT	491.22
	royal purple synth lubrica	WASTE WATER FUND	SOURCE/TREATMENT	168.93
			TOTAL:	660.15
INGRAM BOOK COMPANY	new library materials	LIBRARY FUND	LIBRARY	1,133.79
			TOTAL:	1,133.79
JEFFERSON FIRE & SAFETY INC	4 sheilds	GENERAL FUND	FIRE	213.84
			TOTAL:	213.84
JOHNSON AGGREGATES	coarse washed sand	GENERAL FUND	STREETS	1,875.98
			TOTAL:	1,875.98
KENDELL DOORS & HARDWARE, INC.	keystone upgrade (inventory	GENERAL FUND	STREETS	165.60
	keystone upgrade (inventory	GENERAL FUND	PARKS	132.48
	keystone upgrade (inventory	COMMUNITY CENTER	COMMUNITY CENTER	331.18

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	keystone upgrade(inventory WATER		ADMIN AND GENERAL	66.24
	keystone upgrade(inventory WASTE WATER FUND		ADMIN AND GENERAL	66.24
	keystone upgrade(inventory ENVIRON SERVICES F		ADMIN AND GENERAL	66.22
	keystone upgrade(inventory ELECTRIC FUND		ADMIN AND GENERAL	165.60
			TOTAL:	993.56
KWIK TRIP INC	february fuel	GENERAL FUND	POLICE	1,924.53
	february car wshes,wsher f	GENERAL FUND	POLICE	9.33
	february fuel	GENERAL FUND	BUILDING INSPECTOR	44.81
	february fuel	GENERAL FUND	STREETS	73.07
	february fuel	GENERAL FUND	RECREATION/LEISURE SER	36.43
	february fuel	GENERAL FUND	PARKS	375.63
	february fuel	COMMUNITY CENTER	COMMUNITY CENTER	36.44
	february fuel	TRANSIT	TRANSIT/TRANSPORTATION	2,887.64
			TOTAL:	5,387.88
LARKSTUR ENGINEERING & SUPPLY, INC.	nipples	GENERAL FUND	FIRE	9.45
			TOTAL:	9.45
LOCATORS & SUPPLIES, INC.	extra vest	GENERAL FUND	STREETS	9.71
	summer help stock#vests	GENERAL FUND	STREETS	55.22
	extra vest	GENERAL FUND	PARKS	7.77
	summer help stock#vests	GENERAL FUND	PARKS	44.17
	extra vest	WATER	ADMIN AND GENERAL	3.89
	summer help stock#vests	WATER	ADMIN AND GENERAL	22.09
	extra vest	WASTE WATER FUND	ADMIN AND GENERAL	3.89
	summer help stock#vests	WASTE WATER FUND	ADMIN AND GENERAL	22.09
	extra vest	ENVIRON SERVICES F	ADMIN AND GENERAL	3.88
	summer help stock#vests	ENVIRON SERVICES F	ADMIN AND GENERAL	22.07
	extra vest	ELECTRIC FUND	ADMIN AND GENERAL	9.71
	summer help stock#vests	ELECTRIC FUND	ADMIN AND GENERAL	55.22
			TOTAL:	259.71
MANTEK	engine oil,flushing oil	GENERAL FUND	STREETS	150.82
	engine oil,flushing oil	GENERAL FUND	PARKS	150.82
	engine oil,flushing oil	WATER	DISTRIBUTION AND STORA	75.41
	engine oil,flushing oil	WASTE WATER FUND	SOURCE/TREATMENT	75.41
	engine oil,flushing oil	ENVIRON SERVICES F	REFUSE DISPOSAL	75.41
	engine oil,flushing oil	ELECTRIC FUND	POWER DISTRIBUTION	150.82
	engine oil,flushing oil	STORMWATER FUND	TREATMENT	75.42
			TOTAL:	754.11
MARCO, INC.	1/23-2/22 contract	GENERAL FUND	CITY ADMINISTRATION	17.40
	1/23-2/22 contract	GENERAL FUND	CITY CLERK	17.40
	1/23-2/22 contract	GENERAL FUND	FINANCE	11.60
	1/23-2/22 contract	GENERAL FUND	POLICE	9.28
	1/23-2/22 contract	GENERAL FUND	BUILDING INSPECTOR	4.64
	1/23-2/22 contract	GENERAL FUND	PUBLIC WORKS ADMIN	2.32
	1/23-2/22 contract	GENERAL FUND	ECONOMIC DEVMT	1.16
	1/23-2/22 contract	WATER	ADMIN AND GENERAL	10.44
	1/23-2/22 contract	WASTE WATER FUND	ADMIN AND GENERAL	10.46
	1/23-2/22 contract	ELECTRIC FUND	ADMIN AND GENERAL	31.33
			TOTAL:	116.03
MIKE MCCARTHY	cell phone reimbursement	GENERAL FUND	STREETS	100.00
			TOTAL:	100.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MENARDS	batteries	GENERAL FUND	FIRE	11.18
	3 base cabs,oak,hinges	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	693.30
	cabinet claw,edge trimmr,v	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	156.46
			TOTAL:	860.94
MIKE'S COUNTRYSIDE BODY SHOP INC	repair mediacom van post a	TRANSIT	TRANSIT/TRANSPORTATION	161.94
			TOTAL:	161.94
MISC VENDOR VOLMARY, JOHN & LISA	discnt froze meter 1071 al	WATER	NON-DEPARTMENTAL	75.00
			TOTAL:	75.00
MN AMERICAN WATER WORKS ASSOC. C/O JEA	spring sw awwa school	WASTE WATER FUND	ADMIN AND GENERAL	30.00
	spring sw awwa school	STORMWATER FUND	ADMINISTRATION AND GEN	60.00
			TOTAL:	90.00
MN DEPT OF HEALTH	2013 3rd qtr water connect	WATER	NON-DEPARTMENTAL	4,854.00
			TOTAL:	4,854.00
MN GOVERNMENT FINANCE OFFICERS ASSOC	2014 directors membership	GENERAL FUND	FINANCE	60.00
			TOTAL:	60.00
MN POLLUTION CONTROL AGENCY	biosolids conf jen 4/15-4/	WASTE WATER FUND	ADMIN AND GENERAL	300.00
	2013 wwtp permit fee	WASTE WATER FUND	ADMIN AND GENERAL	5,900.00
	2014 hazardous waste annua	ELECTRIC FUND	ADMIN AND GENERAL	514.00
			TOTAL:	6,714.00
MN PUBLIC TRANSIT ASSN	2014 operator membership w	TRANSIT	TRANSIT/TRANSPORTATION	365.00
			TOTAL:	365.00
MN WASTEWATER OPERATORS ASSOC.	mwoa 2 yrs dues jen t 14-1	WASTE WATER FUND	ADMIN AND GENERAL	25.00
			TOTAL:	25.00
MOTION INDUSTRIES, INC.	fine screen brush bearings	WASTE WATER FUND	SOURCE/TREATMENT	212.21
			TOTAL:	212.21
PETE MOULTON	mileage 2/3-2/14/14	WATER	ADMIN AND GENERAL	39.76
	mileage 2/17-2/28/14	WATER	ADMIN AND GENERAL	46.48
	mileage 2/3-2/14/14	WASTE WATER FUND	ADMIN AND GENERAL	10.64
	smmpa	ELECTRIC FUND	ADMIN AND GENERAL	77.28
	mileage 2/3-2/14/14	STORMWATER FUND	ADMINISTRATION AND GEN	25.20
	mileage 2/17-2/28/14	STORMWATER FUND	ADMINISTRATION AND GEN	36.96
			TOTAL:	236.32
NICOLLET COUNTY PUBLIC HEALTH	mar/apr newsletters	GENERAL FUND	SENIOR COORDINATOR	162.47
	sr ctr prog coord feb	GENERAL FUND	SENIOR COORDINATOR	2,458.00
			TOTAL:	2,620.47
NUTTER CLOTHING CO	uniform allowance janet	GENERAL FUND	COMMUNITY SERVICE	10.00
			TOTAL:	10.00
OFFICEMAX	anti static monitor	ELECTRIC FUND	ADMIN AND GENERAL	5.99
			TOTAL:	5.99
OUTDOOR NEWS	2014 renewal	LIBRARY FUND	LIBRARY	36.00
			TOTAL:	36.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
PARTIES & WEDDINGS PLUS	cup liners,plates	GENERAL FUND	SENIOR COORDINATOR	181.72
			TOTAL:	181.72
MATTHEW PETERS	uniform allowance	GENERAL FUND	POLICE	361.20
	holster	GENERAL FUND	POLICE	92.28
			TOTAL:	453.48
MATTHEW PETERS-PETTY CASH	postage	GENERAL FUND	POLICE	58.99
	meals,parking	GENERAL FUND	POLICE	84.95
	paws supplies	RESTRICTED CONTRIB	COMMUNITY SERVICE	1.07
			TOTAL:	145.01
POSTER COMPLIANCE CENTER	compliance protection plan	GENERAL FUND	CITY ADMINISTRATION	345.00
			TOTAL:	345.00
TODD PRAFKE	education	GENERAL FUND	CITY ADMINISTRATION	4,344.00
			TOTAL:	4,344.00
RDO EQUIPMENT CO.	12' cutting edge	WASTE WATER FUND	SOURCE/TREATMENT	387.20
			TOTAL:	387.20
REICHEL INSULATION, LLC	jeffrsn insulation remv,re	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	4,529.60
			TOTAL:	4,529.60
RIVER'S EDGE HOSPITAL & CLINIC	pepsi rebate reimbursed	GENERAL FUND	NON-DEPARTMENTAL	801.00
			TOTAL:	801.00
RYAN ELECTRIC OF ST PETER	ballasts,labor	COMMUNITY CENTER	COMMUNITY CENTER	339.08
			TOTAL:	339.08
RYAN PLUMBING & HEATING	cc toliet repair	COMMUNITY CENTER	COMMUNITY CENTER	75.00
	toilet replacement	COMMUNITY CENTER	COMMUNITY CENTER	278.09
			TOTAL:	353.09
SAM'S CLUB	forks	GENERAL FUND	SENIOR COORDINATOR	8.98
	popcorn oil	GENERAL FUND	RECREATION/LEISURE SER	9.98
	coffee	COMMUNITY CENTER	COMMUNITY CENTER	9.98
			TOTAL:	28.94
SPRING TOUCH	gorman 2weed&crabgrass	GENERAL FUND	PARKS	517.96
	jeffrsn fld 2weed&crabgras	GENERAL FUND	PARKS	316.80
	johnson2weed&crabgrass	GENERAL FUND	PARKS	40.22
	mcgill2weed&crabgrass	GENERAL FUND	PARKS	65.38
	mill pnd2weed&crabgrass	GENERAL FUND	PARKS	437.52
	mn sqare2weed&crabgrass	GENERAL FUND	PARKS	729.21
	stonesway2weed&crabgrass	GENERAL FUND	PARKS	201.16
	veterans2weed&crabgrass	GENERAL FUND	PARKS	397.30
	warren2weed&crabgrass	GENERAL FUND	PARKS	290.49
			TOTAL:	2,996.04
SPRINT SOLUTIONS, INC.	cell phone svc 1/15-2/14	GENERAL FUND	FIRE	17.87
	cell phone svc 1/15-2/14	WATER	ADMIN AND GENERAL	39.99
	on call phones 1/15-2/14	WATER	ADMIN AND GENERAL	24.30
	on call phones 1/15-2/14	WASTE WATER FUND	ADMIN AND GENERAL	26.60
	on call phones 1/15-2/14	ELECTRIC FUND	ADMIN AND GENERAL	24.90
			TOTAL:	133.66

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ST PETER LUMBER CO	jeffrsn concessn cab mater	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	185.05
	37a pole trailer wood	ELECTRIC FUND	POWER DISTRIBUTION	21.30
			TOTAL:	206.35
STATE INDUSTRIAL PRODUCTS	morning fresh	LIBRARY FUND	LIBRARY	54.92
	morning fresh	COMMUNITY CENTER	COMMUNITY CENTER	219.68
			TOTAL:	274.60
STI	2014 vendprint annual lice	LIBRARY FUND	LIBRARY	772.00
			TOTAL:	772.00
STREICHER'S	flashlight	GENERAL FUND	POLICE	164.99
			TOTAL:	164.99
SUN UP CONSTRUCTION INC.	new gate operator&labor	GENERAL FUND	STREETS	1,125.50
	new gate operator&labor	GENERAL FUND	PARKS	900.40
	new gate operator&labor	WATER	ADMIN AND GENERAL	450.20
	new gate operator&labor	WASTE WATER FUND	ADMIN AND GENERAL	450.20
	new gate operator&labor	ENVIRON SERVICES F	ADMIN AND GENERAL	450.20
	new gate operator&labor	ELECTRIC FUND	ADMIN AND GENERAL	1,125.50
			TOTAL:	4,502.00
TASER INTERNATIONAL	cartridges	GENERAL FUND	POLICE	576.71
			TOTAL:	576.71
TIGERDIRECT.COM	computer monitor	GENERAL FUND	POLICE	150.64
			TOTAL:	150.64
JANE TIMMERMAN-PETTY CASH	senior center supplies	GENERAL FUND	SENIOR COORDINATOR	9.96
	bank bag	GENERAL FUND	RECREATION/LEISURE SER	3.00
	mail certified letter	COMMUNITY CENTER	COMMUNITY CENTER	6.49
			TOTAL:	19.45
TWIN CITY OPTICAL CO INC	mike w glasses	GENERAL FUND	MUNICIPAL BUILDING	104.37
			TOTAL:	104.37
TYLER TECHNOLOGIES	misc a/r forms overlay	GENERAL FUND	FINANCE	125.00
	misc a/r forms overlay	WATER	ADMIN AND GENERAL	31.25
	misc a/r forms overlay	WASTE WATER FUND	ADMIN AND GENERAL	31.25
	misc a/r forms overlay	ENVIRON SERVICES F	ADMIN AND GENERAL	31.25
	misc a/r forms overlay	ELECTRIC FUND	ADMIN AND GENERAL	31.25
			TOTAL:	250.00
VERIPIC	2014-2015 renewal	GENERAL FUND	POLICE	1,662.50
			TOTAL:	1,662.50
VESSCO, INC	on-site labor1/31/14	WATER	PURIFICATION AND TREAT	315.00
			TOTAL:	315.00
VISA	video to be reimbursed	GENERAL FUND	NON-DEPARTMENTAL	3.99
	meet w/ brand mayor pro te	GENERAL FUND	CITY ADMINISTRATION	15.23
	flowers	GENERAL FUND	POLICE	41.69
	fans for squad rm computer	GENERAL FUND	POLICE	27.55
	st lukes registration trav	GENERAL FUND	POLICE	325.00
	creamer,coffee servers	GENERAL FUND	SENIOR COORDINATOR	123.01
	pitchers	GENERAL FUND	SENIOR COORDINATOR	46.14

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	msum job fair registration	GENERAL FUND	RECREATION/LEISURE SER	59.00
	daddy daughter suppl	GENERAL FUND	RECREATION/LEISURE SER	159.71
	wall clock	GENERAL FUND	RECREATION/LEISURE SER	13.36
	pickleball supplies	GENERAL FUND	RECREATION/LEISURE SER	209.99
	bsktballs,pump,floor tape	GENERAL FUND	RECREATION/LEISURE SER	395.97
	daddy daughter supplies	GENERAL FUND	RECREATION/LEISURE SER	260.04
	winterfest supplies	GENERAL FUND	SKATING RINKS	11.18
	4 turf maint expo reg	GENERAL FUND	PARKS	60.00
	spdc annmtg adgenda mtg me	GENERAL FUND	ECONOMIC DEVMT	13.40
	creamer,coffee servers	COMMUNITY CENTER	COMMUNITY CENTER	123.00
	ball cart, electric kettle	COMMUNITY CENTER	COMMUNITY CENTER	102.89
	wall clock	COMMUNITY CENTER	COMMUNITY CENTER	13.35
	collectn syst sch hotel pe	WASTE WATER FUND	ADMIN AND GENERAL	262.46
	emerald ash borer conf 3/5	ENVIRON SERVICES F	ADMIN AND GENERAL	168.00
	generation plnt camera bat	ELECTRIC FUND	ADMIN AND GENERAL	130.74
	paws supplies	RESTRICTED CONTRIB	COMMUNITY SERVICE	90.79
	youth ctr supp	YOUTH CENTER GRANT	YOUTH CENTER	64.53
	ear phones	YOUTH CENTER GRANT	YOUTH CENTER	84.00
			TOTAL:	2,805.02
VOSS LIGHTING	light bulbs	COMMUNITY CENTER	COMMUNITY CENTER	116.60
			TOTAL:	116.60
WASTE MANAGEMENT OF SOUTHERN MINNESOTA	jan refuse pickup,disposal	ENVIRON SERVICES F	NON-DEPARTMENTAL	5.00
	jan refuse pickup,disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	18,698.55
			TOTAL:	18,703.55
WATER ENVIRONMENT FEDERATION	membership2014 moulton	WATER	ADMIN AND GENERAL	126.00
			TOTAL:	126.00
ZARNOTH BRUSH WORKS INC	wafer broom refill	GENERAL FUND	PARKS	557.30
			TOTAL:	557.30
ZIEGLER INC	test 6 generators	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	4,168.20
			TOTAL:	4,168.20

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
===== FUND TOTALS =====				
101	GENERAL FUND	51,202.03		
201	PROPERTY INSURANCE	5,564.41		
211	LIBRARY FUND	4,331.49		
217	COMMUNITY CENTER	17,865.41		
240	TORNADO DISASTER REV LOAN	940.00		
401	PERM IMPROVMENT REVOLVING	17,503.75		
601	WATER	14,867.26		
602	WASTE WATER FUND	21,871.71		
603	ENVIRON SERVICES FUND	20,581.25		
604	ELECTRIC FUND	13,777.14		
606	STORMWATER FUND	984.70		
610	TRANSIT	3,892.62		
820	RESTRICTED CONTRIBUTIONS	91.86		
824	YOUTH CENTER GRANT	148.53		
-----				
	GRAND TOTAL:	173,622.16		
-----				

TOTAL PAGES: 10

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MIDAS AUTO SERVICE EXPERTS-2270	custom tube bending	GENERAL FUND	FIRE	<u>41.64</u>
			TOTAL:	41.64
MN MUNICIPAL UTILITIES ASSOCIATION	pre-employment test pool a	WASTE WATER FUND	ADMIN AND GENERAL	<u>66.50</u>
			TOTAL:	66.50
RIVER'S EDGE HOSPITAL & CLINIC	july-dec mob	MEDICAL CAMPUS	NON-DEPARTMENTAL	48,414.00-
	july-dec mob	MEDICAL CAMPUS	ADMIN & GENERAL	<u>54,116.75</u>
			TOTAL:	5,702.75

===== FUND TOTALS =====

101	GENERAL FUND	41.64
602	WASTE WATER FUND	66.50
627	MEDICAL CAMPUS	5,702.75
-----		
	GRAND TOTAL:	5,810.89
-----		

TOTAL PAGES: 1

COUNCIL BILL LIST TOTAL  
FOR 12/28/13 & 3/10/14

FUND TOTALS

101	GENERAL FUND	51,243.67
201	PROPERTY INSURANCE	5,564.41
211	LIBRARY FUND	4,331.49
217	COMMUNITY CENTER	17,865.41
240	TORNADO DISASTER REV LOAN	940.00
401	PERM IMPROVEMENT REVOLVING	17,503.75
601	WATER	14,867.26
602	WASTE WATER FUND	21,938.21
603	ENVIRON SERVICES FUND	20,581.25
604	ELECTRIC FUND	13,777.14
606	STORMWATER FUND	984.70
610	HEARTLAND TRANSIT	3,892.62
627	MEDICAL CAMPUS	5,702.75
820	RESTRICTED CONTRIBUTIONS	91.86
824	YOUTH CENTER GRANT	148.53

---

GRAND TOTAL: \$ 179,433.05

---

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 –

STATE OF MINNESOTA)  
COUNTY OF NICOLLET)  
CITY OF SAINT PETER)

**RESOLUTION APPROVING CONSENT AGENDA**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT:

1. The following budgeted purchases in excess of \$7,500 are hereby approved:

<u>VENDOR</u>	<u>ITEM</u>	<u>PRICE</u>	<u>FUNDING</u>
Tri-State Bob Cat	Trailer mounted hydro seeder	\$12,920.00	Stormwater
WESCO	500 kva transformer	\$10,377.56	Electric

2. The following license renewals are hereby approved subject to compliance with City Code regulations and payment of the license fees:

<b><u>LG220 Application for Exempt Permit – Temporary Gambling</u></b>		
Creative Play Place	Mill Pond-Riverside Park	5/31/14

3. The following Equipment, for which the City no longer has a need, is hereby declared as surplus property and staff is directed to dispose of the equipment as outlined in the City Code:

2008 STIHL Chainsaw  
2204 STIHL Pole Chainsaw

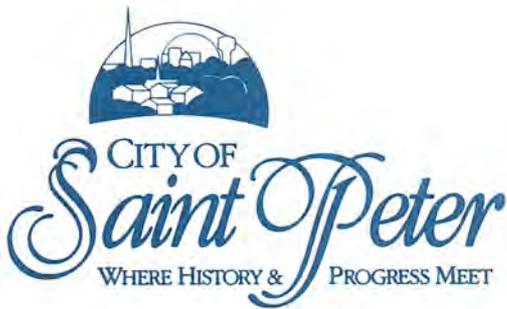
4. The schedule of disbursements for February 20, 2014 through March 5, 2014 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 10th day of March, 2014.

\_\_\_\_\_  
Jeffery Brand  
Mayor pro tem

ATTEST:

\_\_\_\_\_  
Todd Prafke  
City Administrator



## Memorandum

**TO:** Honorable Mayor Strand  
Members of the City Council

**DATE:** 3/7/2014

**FROM:** Todd Prafke  
City Administrator

**RE:** Fire Relief Association Bylaws

### **ACTION/RECOMMENDATION**

Approve modifications to the Fire Relief Association bylaws.

### **BACKGROUND**

Each time changes are made to the Fire Relief Association bylaws, Council approval is required. The Relief Association has undertaken a major overhaul of the bylaws document and have modeled the bylaws after the model guide distributed by the State Auditor's Office.

The substantive changes in the revised document include the following issues:

- Defined Break in Service
- Defined and allowed Return to Service. Member can retire or leave the service and then return later to active service in the Relief Association.
- Defined Uniform Service (military leave of up to 5 years)
- No changes to pension amount (\$2,400 per year) or in pension eligibility.
- No deferred interest for deferred members.
  - o Separate investment vehicle for all deferred members.
- Unclaimed Benefits
- Change the Bylaw amendment process.

All of these changes were vetted with the Board of Trustees which included Mayor Strand and Finance Director O'Connell.

I recommend approval of the modified bylaws.

### **FISCAL IMPACT:**

There is no fiscal impact to this action.

### **ALTERNATIVES/VARIATIONS:**

Do Not Act: No change will be made and the existing bylaws will remain in effect.

Denial: No change will be made and the existing by laws will remain in effect.

Modification of the Resolution: This is always an option of the Council, however any changes in the document made by the Council will need to be reviewed by the members of the Relief Association as well.

Please feel free to contact me if you have any questions or concerns about this agenda item.

TP/bal



# SAINT PETER VOLUNTEER FIRE DEPARTMENT

February 23, 2014

Todd Prafke, City Administrator  
City of Saint Peter  
227 South Front Street  
Saint Peter, MN 56082



Re: Proposed Amendments to the SPFD Relief Association Bylaws

Dear Mr. Prafke,

Attached for your review and for City Council's review and approval are the proposed Bylaws of the Saint Peter Fire Department Relief Association.

These proposed amendments were read aloud to the Relief Association membership on January 6, 2014 and they were adopted by a unanimous vote of the members present at the regular meeting of the Relief Association on February 3, 2014.

The proposed Bylaws are based on the Model Bylaw Guide that was developed by the State Auditor.

The Relief Association is required to submit any Bylaw changes to the City Council for its approval. If you or the Council have any questions or comments on the Bylaws, or you desire members of the Relief Association to appear in person at a work session or Council Meeting, please let me know.

Respectfully Submitted,

Darrell Pettis, Secretary  
Saint Peter Fire Relief Association

Cc: Paula O'Connell

**Bylaws of the Saint Peter Fire  
Relief Association**

**TABLE OF CONTENTS**

	<b><u>Page</u></b>
Article I – Name	1
Article II – Membership	1
Article III – Officers and Trustees	5
Article IV – Meetings of the Members and of the Board	8
Article V – Application for Pensions and Benefits	10
Article VI – Service Pensions	11
Article VII – Deferred Interest	14
Article VIII – Ancillary Benefits	14
Article IX – Funds	17
Article X – Investments	18
Article XI – Unclaimed Benefits	19
Article XII – Amendments	19

# BYLAWS OF THE SAINT PETER FIRE RELIEF ASSOCIATION

## ARTICLE I – NAME

Section 1 – **NAME.** The name of this relief association is the Saint Peter Fire Relief Association (Association). It is a nonprofit organization incorporated under the laws of Minnesota.

Section 2 – **TYPE.** The Association is a defined-benefit lump-sum relief association subject to Minn. Stat. §§ 69.771 to 69.776; 424A.015; and 424A.02.<sup>1</sup> All benefits provided by this Association derive from and are governed by Federal and State laws and these bylaws.

Section 3 – **BOOKS AND RECORDS.**<sup>2</sup> The Association will keep, at a minimum, correct and complete copies of its articles of incorporation and bylaws, accounting records, records documenting Special Fund transactions, records necessary to determine benefits payable and paid to individual members and their beneficiaries, and minutes of each of its meetings that record the votes of actions taken. Unless a Records Retention Schedule is adopted and the Minnesota Historical Society has been notified or authority to destroy records is received from the Records Disposition Panel, relief association records may not be destroyed.

Section 4 – **PURPOSE.** The Association is a governmental entity that receives and manages public money to provide retirement and ancillary benefits for individuals providing the governmental services of firefighting and emergency first response, and for their beneficiaries.<sup>3</sup>

Section 5 – **FISCAL YEAR.** The Association’s fiscal year begins on January 1 of each calendar year and ends on December 31 of the same calendar year.<sup>4</sup>

## ARTICLE II – MEMBERSHIP

---

<sup>1</sup> Minn. Stat. § 424A.002, subd. 2.

<sup>2</sup> Minn. Stat. §§ 138.17; 317A.461.

<sup>3</sup> Minn. Stat. § 424A.001, subd. 4.

<sup>4</sup> Minn. Stat. § 424A.001, subd. 11.

Section 1 – **MEMBERSHIP.** All members of the Saint Peter Fire Department are eligible for membership in the Association. Application for membership will be made in writing on a form supplied by the Secretary of the Association. Membership will be approved by the Board of Trustees.

Section 2 – **DUES.** Each member of the Association will pay dues of \$4.00 dollars annually to the Association. The dues will be deposited in the General Fund. Additional contributions to the general fund may be required by all active members, upon approval by the relief association. Any member of the Association who fails to pay their dues to the Association within ninety (90) days of the time when such payment was due, may be suspended from membership and forfeit all rights and benefits there under by such nonpayment. Before the Association takes action to so suspend a member, notice of the meeting and a written statement of the particular charges shall be given to the member at least five (5) days, excluding the date of the meeting, in advance of the meeting. The member shall be given an opportunity to be heard at the meeting.

Section 3 – **EXCLUSIONS.**<sup>5</sup> The Association may exclude from membership an applicant who, due to some medically determinable physical or mental impairment or condition, would constitute a predictable and unwarranted risk of imposing liability for an ancillary benefit at any age earlier than the minimum age specified for receipt of a service pension. A minor may not be a member of this Association.

Section 4 – **TERMINATION.** Any member may be terminated from the Association for cause by a two-thirds vote of all members present at a special meeting of the membership. Notice of the meeting and a written statement of the particular charges shall be given the member at least five (5) days, excluding the date of the meeting, in advance of the meeting. The member shall be given an opportunity to be heard at the meeting. Cause for termination includes, but is not limited to, failure to account for money belonging to the Association, or feigning illness or injury for the purpose of defrauding the Association. A member may not be terminated except by a fair and reasonable process.

Section 5 – **ACTIVE SERVICE.** Active service is the supervision or performance of fire suppression or prevention duties. Active service requires meeting minimum service requirements specified by the Fire Department. Annually, the Board of Trustees will obtain certification from the Fire Chief of each member's active service.

---

<sup>5</sup> Minn. Stat. § 424A.01.

Section 6 – **DEFINITION OF YEAR OF ACTIVE SERVICE.**<sup>6</sup> A year of active service will be defined as 12 months of active service in the Fire Department. A “month” is a completed calendar month of active service measured from the member’s date of entry to the same date in the subsequent month. Service pensions and ancillary benefits will *not* be prorated for fractional years of service (i.e., a member only receives credit for each complete year of service). If a member’s period of active service is not continuous, parts of a year shall be added together to compute full years.

Section 7 – **BREAK IN SERVICE.** If a member is unable to perform the duties of a firefighter for any reason, including an approved leave of absence, the member will be considered to have a break in service and will not receive service credit in the Association for that period of time, except that the resumption service requirements of this Section do not apply to leaves of absence or breaks in service made available by Federal or State statute, such as the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), Minn. Stat. § 424A.021, and the Family and Medical Leave Act (FMLA), 29 U.S.C. § 2601, et al. Active membership in the Association immediately resumes when a member returns to active service with the Fire Department, if the member’s break in service was less than 60 days.<sup>7</sup> Any member suspended from St. Peter Fire Department duties, shall not be given service credit for the period of suspension.

Section 8 – **RETURN TO SERVICE.**<sup>8</sup> Any firefighter who has ceased to perform or supervise fire suppression and fire prevention duties for at least 60 days, including former members who have received payment of a service pension or disability benefit, *will be eligible* to resume active membership in the Association should the firefighter resume active firefighting duties with the Fire Department.

If the firefighter has previously received payment of a service pension or disability benefit, the firefighter may be eligible for a second pension or benefit for the resumption period of service if the firefighter meets the vesting requirements defined in these bylaws based on the resumption years of service. No firefighter may be paid a service pension twice for the same period of service.

---

<sup>6</sup> Minn. Stat. § 424A.02, subd. 1(a).

<sup>7</sup> Minn. Stat. § 424A.01, subd. 6.

<sup>8</sup> Minn. Stat. § 424A.01, subd. 6.

If the firefighter has not received payment of a service pension or disability benefit, the firefighter must complete at least one (1) year of active service, up to a maximum of 5 years of active service, for each year of break in service with the Fire Department upon a resumption of active service. If the firefighter completes the minimum period of resumption service specified in this Section prior to a subsequent cessation of firefighting duties, the firefighter will receive a service pension (if vested) for all years of active service calculated at the benefit level in effect on the date of the firefighter's final cessation of duties. If the firefighter does not complete the minimum period of resumption service specified in this Section prior to a subsequent cessation of duties, the firefighter will receive a service pension (if vested) for all years of active service calculated at the benefit level in effect at the time of the firefighter's *original cessation of duties*.

A firefighter who has been granted an approved leave of absence not exceeding one year by the Fire Department or by the Association is exempt from the minimum period of resumption service requirement under this Article.

A person who has a break in service not exceeding one year but who has not been granted an approved leave of absence and who has not received a service pension or disability benefit from the Association *is subject to* the minimum period of resumption service requirement under this Article.

Any suspended member can only be reinstated upon their application therefore in writing, presented at a regular or special meeting of the Association accompanied by a sum of money equal to what would have been required to pay to the Association during the period of suspension had the suspended member not been suspended, plus a reinstatement fee of \$10.00. If the application for reinstatement is rejected, the money accompanying the same shall be returned to the applicant.

Section 9 – **UNIFORMED SERVICES.**<sup>9</sup> A volunteer firefighter who is absent from firefighting service because of service in the uniformed services may obtain service credit for the period of the uniformed service, not to exceed five years, unless a longer period is required by Federal law, if the volunteer firefighter returns within the time frame required by Federal law to firefighting service with coverage by this same Association or its successor upon discharge from service in the uniformed service.

---

<sup>9</sup> Minn. Stat. § 424A.021. In some instances service other than service with the Armed Forces may qualify. See 38 U.S.C. § 4303(13) (“service in the uniformed services”).

Service credit will not be given if the firefighter separates from uniformed service with a dishonorable or bad conduct discharge or under other than honorable conditions.

### **ARTICLE III - OFFICERS AND TRUSTEES**

Section 1 – **THE POWERS OF THE BOARD OF TRUSTEES.** The Board of Trustees (Board) is the governing board and has exclusive control of the investment of the Association’s plan assets in conformance with Federal and State law including, but not limited to, Minnesota statutes and these bylaws. The members of the Board will act as Trustees, with a fiduciary obligation to the active, deferred, and retired members of the Association, who are its beneficiaries; the taxpayers of the municipality, who help to finance the plan; and the State of Minnesota, which established the plan.<sup>10</sup>

The Board will invest and reinvest the Association’s plan assets, determine benefits, determine eligibility for membership or benefits, determine the amount or duration of benefits, determine the funding requirements or amounts of contributions, oversee the expenditure of plan assets, and select financial institutions and investment products.<sup>11</sup>

The Board will submit a written report of the financial condition of the Association to the members at the annual meeting.

The Board will develop and periodically revise a program for continuing education.<sup>12</sup> The Trustees will participate in continuing education to keep themselves abreast of their fiduciary responsibilities.

Section 2 – **MEMBERS OF THE BOARD OF TRUSTEES.** The Board consists of nine members (Trustees): six Trustees elected by the membership and three Trustees drawn from officials of the city served by the Fire Department.<sup>13</sup> Of the three municipal Trustees, one must be an elected official and one must be an elected or appointed municipal official, and both must be designated annually by the municipal governing board. The third municipal Trustee must be the fire chief.

---

<sup>10</sup> Minn. Stat. § 356A.04, subd. 1.

<sup>11</sup> Minn. Stat. § 356A.02, subd. 2.

<sup>12</sup> Minn. Stat. § 356A.13, subd. 2.

<sup>13</sup> Minn. Stat. § 424A.04, subd. 1.

A vacancy in the position of a non-municipal Trustee may be filled by the remaining Trustees at a Board meeting. The Trustee selected to fill the vacancy holds office only until the next annual or special meeting of the Association membership when a successor will be elected by the membership.

Section 3 – **OFFICERS.** The President, Vice President, Secretary, and Treasurer will be elected from among the elected Trustees by the Association membership for 3 year terms. The elections of the Trustees will be staggered. In no event will any Trustee hold more than one Officer Position at any one time. In no event will any municipal Trustee hold an Officer position.

Section 4 – **PRESIDENT.** The President will attend and preside at all meetings of the Association and the Board. The President will actively manage the business of the Association. The President will enforce the due observance of the law, including Minnesota statutes, the articles of incorporation, and the bylaws of the Association. The President will ensure that the Officers properly perform the duties assigned to them and that the orders and resolutions of the Board are carried into effect. The President will sign all checks issued by the Treasurer and all other papers requiring the President's signature. The President will be a member of all committees and will exercise careful supervision over the affairs of the Association. The President will perform other duties as prescribed by the Board.

Section 5 – **VICE PRESIDENT.** The Vice President shall assist the President. It shall be the duty of the Vice President to perform the duties of the President in absence of the President. In the absence of both the President and the Vice President, it shall be the duty of the Association to elect a President Pro Tem, who shall perform the duties incident to the office.

Section 6 – **SECRETARY.** The Secretary will keep and post a true and accurate record of the proceedings of all meetings of the Association and of the Board. The Secretary will keep a correct record of all amendments, alterations, and additions to the bylaws in a book separate from the minute books of the Association. The Secretary will prepare all paperwork and obtain signatures required for benefits due. The Secretary will keep an account book in which to enter all money transactions of the Association, including the dates and amounts of all receipts and the source from which derived and the dates and the amounts of all expenditures with the payee and the object. The Secretary will keep individual files and a roll of membership, with the date of joining, resignation, discharge, retirement, dues, and service pensions

and ancillary benefits paid. The books of the Secretary will be at all times open to the Board. The Secretary will prepare and process all correspondence as needed. The Secretary will, jointly with the Treasurer, prepare and file all reports and statements required by law, including reports to be filed with the Office of the State Auditor (OSA). The Secretary will perform other duties as prescribed by the Board. The Secretary will, prior to entering upon the duties of the Secretary's office, give a bond in an amount equal to at least ten percent of the assets of the Association; however, the amount of the bond need not exceed \$500,000 paid for from the Special Fund of the Association.

**Section 7 – TREASURER.** The Treasurer will, together with the Secretary, keep accurate financial records of the Association. The Treasurer will receive all monies belonging to the Association and deposit them in the name of and to the credit of the Association in the banks and depositories designated by the Board. The Treasurer will disburse funds and issue checks and drafts in the name of the Association as ordered by the Board. The Treasurer will keep separate and distinct accounts of the Special Fund and the General Fund, if applicable, and will prepare and present to the Board a full and detailed statement of the assets and liabilities of each fund separately, prior to the annual meeting of the Association, and upon requests of the Board.

The Treasurer will deliver to the Treasurer's successor in office, or to any committee appointed by the Board to receive the same, all monies, books, papers, etc., pertaining to the Treasurer's term in office immediately upon the expiration of the Treasurer's term in office. The Treasurer will, prior to entering upon the duties of the Treasurer's office, give a bond in an amount equal to at least ten percent of the assets of the Association; however, the amount of the bond need not exceed \$500,000.<sup>14</sup> Jointly with the Secretary, the Treasurer will prepare and file all reports and statements required by law, including reports to be filed with the Office of the State Auditor. The Treasurer will perform other duties as prescribed by the Board.

**Section 8 – COMPENSATION.** Trustees of the Association identified in Attachment B may be paid a salary out of the Special Fund. The amount paid in salary is limited to the amount listed in Attachment B. Only after the amounts listed in Attachment B have been approved by the City of Saint Peter may salaries be paid to non-Officer Trustees. For all Trustees, itemized expenses eligible for reimbursement are limited to those expenses incurred as a result of fulfilling responsibilities as administrators of the Special

---

<sup>14</sup> Minn. Stat. § 69.051, subd. 2.

Fund.

## **ARTICLE IV – MEETINGS OF THE MEMBERS AND OF THE BOARD**

Section 1 – **ANNUAL MEETING.**<sup>15</sup> An annual meeting of the membership of the Association will be held in February of each year, at a time and place specified by the Board.

Section 2 – **SPECIAL MEETINGS.**<sup>16</sup> A special meeting of the Association’s members may be called at any time upon the written order of the President, Secretary, and one additional Trustee, or of 20 percent of the members of the Association. The Order will be filed with the Secretary.

Section 3 – **BOARD MEETINGS.**<sup>17</sup> A Trustee may call a Board meeting by giving five days’ notice to all Trustees of the date, time, and place of the meeting.<sup>18</sup> The Board will meet at least 4 times during the year to discuss the investments, finances, benefits, and records of the Association. These meetings will be open to any member of the Association and to the public.

Section 4 – **NOTICE OF ANNUAL MEETING.**<sup>19</sup> Notice of each annual meeting of the Association’s members will be delivered to each member entitled to vote at the meeting at least five days before the date of the meeting and not more than 60 days before the date of the meeting. Notice will contain the date, time, and place of the meeting.

Section 5 – **NOTICE OF SPECIAL MEETINGS.**<sup>20</sup> Notice of each special meeting of the Association’s members will be delivered to each member entitled to vote at the meeting at least five days before the date of the meeting and not more than 60 days before the date of the meeting. Notice will contain the date, time, and place of the meeting. The Secretary will give due notice of each special meeting, specifying the object of said meeting, and no business will be transacted at any special meeting except the business for which the meeting was called.

---

<sup>15</sup> Minn. Stat. § 317A.431. Your relief association may hold additional regular meetings during the year. Minn. Stat. § 317A.111, subd. 3(21).

<sup>16</sup> Minn. Stat. § 317A.433.

<sup>17</sup> Minn. Stat. §§ 13D.04; 317A.231.

<sup>18</sup> See Minn. Stat. § 317A.231.

<sup>19</sup> Minn. Stat. § 13D.04; *see also* Minn. Stat. § 317A.435.

<sup>20</sup> See Minn. Stat. §§ 317A.433; 317A.435 (additional requirements regarding notice).

Section 6 – **NOTICE OF BOARD MEETINGS.** Notice requirements of the Minnesota Open Meeting Law will be followed for all Board meetings.<sup>21</sup> A schedule of the Board’s regular meetings will be kept on file at the Board’s primary office.<sup>22</sup>

For special meetings (including any regular meeting held at a time or place different from the time or place stated in the schedule of regular meetings), the Board will post written notice of the date, time, place, and purpose of the meeting on the Board’s principal bulletin board, or if the Board has no such bulletin board, on the door of its usual meeting room. The notice will also be mailed or delivered to each person who has filed a written request for notice with the Board. The notice will be posted and mailed or delivered at least three days before the date of the meeting.<sup>23</sup>

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.<sup>24</sup>

Section 7 – **QUORUM FOR ANNUAL AND SPECIAL MEETINGS.**<sup>25</sup>

A minimum of 40 percent of the members of the Association will constitute a quorum for the transaction of business at the annual or any special meeting of the Association.<sup>26</sup>

Section 8 – **QUORUM FOR BOARD MEETINGS.**<sup>27</sup>

A majority of the Trustees will constitute a quorum for the transaction of business at the meetings of the Board.

Section 9 – **VOTING AT ANNUAL AND SPECIAL MEETINGS.**<sup>28</sup> Members of the Association are entitled to one vote. Voting by proxy is not permitted. All votes, unless specified prior to the vote, will be conducted by a voice vote. If a majority cannot be determined by voice vote, the Officer in charge of

---

<sup>21</sup> Minn. Stat. ch. 13D.

<sup>22</sup> Minn. Stat. § 13D.04, subd. 1.

<sup>23</sup> Minn. Stat. § 13D.04, subd. 2.

<sup>24</sup> Minn. Stat. § 13D.04, subd. 4.

<sup>25</sup> Minn. Stat. §§ 317A.235; 317A.451.

<sup>26</sup> Minn. Stat. § 317A.451.

<sup>27</sup> Minn. Stat. § 317A.235.

<sup>28</sup> Minn. Stat. §§ 317A.181, subd. 2; 317A.441; 317A.443.

the vote will ask for a vote by roll call or by ballot.

Section 10 – **VOTING AT BOARD MEETINGS.**<sup>29</sup> The Board has a responsibility to vote on the investment and reinvestment of Association assets, the determination of benefits, the determination of eligibility for membership or benefits, the determination of the amount or duration of benefits, the determination of funding requirements or the amounts of contributions, the maintenance of membership and financial records, the expenditure of Association assets, the selection of financial institutions and investment products, and on any other matter related to the business or affairs of the Association. Trustees are entitled to one vote and each has equal rights. Voting by proxy is not permitted. All votes, unless specified prior to the vote, will be conducted by a voice vote. If a majority cannot be determined by voice vote, the Officer in charge of the vote will ask for a vote by roll call or by ballot.

Section 11 – **ORDER OF BUSINESS.** The annual meeting of the members of the Association will be conducted in the following order:

1. Call to order
2. Roll call
3. Reading and approval of minutes of previous meeting
4. Secretary’s report
5. Treasurer’s report
6. Committee reports
7. Unfinished business
8. Election of officers and trustees
8. New business
9. Adjournment

All reports and resolutions shall be submitted in writing and no report from a committee shall be accepted unless it is the report of a majority of a committee, provided, however, that a minority shall be permitted to present its views in writing.

## **ARTICLE V - APPLICATION FOR PENSIONS AND BENEFITS**

---

<sup>29</sup> Minn. Stat. §§ 317A.201; 356A.02, subd. 2.

Section 1 – **NOTICE OF INTENT TO TAKE DISTRIBUTION.** Each member who intends to take distribution of a service pension, including a deferred service pension, from the Association must file a Notice of Intent to Take Distribution. Such Notice of Intent to Take Distribution will be in writing, and will be filed with the Secretary not less than 90 days prior to the intended date of distribution. Upon receipt of the Notice of Intent to Take Distribution, the Secretary will provide to the applicant an Application for Distribution and any forms or notices required by Federal or State law. No Notice of Intent to Take Distribution is required for ancillary benefits.

Section 2 – **PROCESS.** Each person who intends to take distribution of a service pension, including a deferred service pension, or an ancillary benefit from the Association must file an Application for Distribution. The Secretary will provide to the applicant the Application for Distribution and any forms or notices required by Federal or State law. All Applications for Distribution will be submitted to the Board for approval at a Board meeting. Applications for Distribution will state the age of the member, the period of service, the date of separation from active service with the Fire Department, and any other information the Board may require. No service pension, including any deferred service pension, or ancillary benefit will be paid until the Application for Distribution has been approved by a majority vote of the Board.

It shall be the duty of the board not to approve the application if any of the eligibility requirements are not met. If an application is not approved, the board shall return the application to the applicant within thirty day (30) days, noting thereon, with particularity, which requirements the applicant does not meet. Thereafter, the applicant shall be furnished the opportunity to be heard by the full board, within the next thirty (30) days, on the question of whether the applicant meets all of the eligibility requirements.

## **ARTICLE VI - SERVICE PENSIONS**

Section 1 – **LUMP-SUM SERVICE PENSIONS.** Upon the member's meeting the requirements in Section 2 of this Article and following the submission and approval of an Application for Distribution, the Association will pay the member out of the Special Fund the benefit level for each year that the member served as an active member of the Fire Department. The benefit level amounts can be found in Attachment A. A reduced service pension may be paid according to the partial vesting schedule

contained in this Article.

Section 2 – **ELIGIBILITY.**<sup>30</sup> To receive a service pension, a member must meet all of the following requirements:

1. Have separated from active service with the Fire Department;
2. Be at least 50 years of age;
3. Be **partially vested** by having completed at least five (5) years of active service with the Fire Department, or be **fully vested** by having completed at least 20 years of active service with the Fire Department; and
4. Be **partially vested** by having completed at least five (5) years of active membership with the Association, or be **fully vested** by having completed at least five (5) years of active membership with the Association.

Section 3 – **DEFERRED STATUS.** A member who has otherwise met the eligibility requirements defined in Section 2 of this Article but who has not yet reached the age of eligibility specified in Section 2 may not collect a service pension at the time of separation from active service. The member will be placed on deferred status and be entitled to receive the service pension upon reaching the age of eligibility specified in Section 2 and following submission and approval of an Application for Distribution. The deferred service pension is governed by and must be calculated based on the State law, the Association bylaw provisions, and the Association articles of incorporation that are in effect on the date that the deferred member separates from active service with the Fire Department and active membership in the Association.<sup>31</sup>

Section 4 – **PARTIAL VESTING SCHEDULE:**<sup>32</sup>

Completed Years of Service:	Non-forfeitable percentage of pension amount:
5	40%
6	44%
7	48%

---

<sup>30</sup> Minn. Stat. § 424A.02, subd. 1.

<sup>31</sup> Minn. Stat. § 424A.02, subd. 7(f).

<sup>32</sup> Minn. Stat. § 424A.02, subd. 2.

8	52%
9	56%
10	60%
11	64%
12	68%
13	72%
14	76%
15	80%
16	84%
17	88%
18	92%
19	96%
20 and thereafter	100%

Section 5 – **PAYMENT OPTIONS.** The retiring member may elect, by making a written request, the manner of payment of the service pension. Options include:

- (a) A single lump-sum payment payable to the retiring member (subject to current income tax withholding requirements).
- (b) An annuity contract purchased with a lump-sum payment on behalf of a retiring member from an insurance carrier licensed to do business in the State of Minnesota.<sup>33</sup>
- (c) A direct transfer on an institution-by-institution basis of the retiring member’s lump-sum payment to the member’s individual retirement account (IRA).<sup>34</sup>
- (d) A direct transfer on an institution-by-institution basis of the retiring member’s lump-sum payment to the member’s individual Minnesota deferred compensation plan.<sup>35</sup>

Section 6 – **SUPPLEMENTAL BENEFIT.**<sup>36</sup> A supplemental benefit will be paid out of the Special Fund to individuals who receive a lump-sum distribution of a service pension. The amount of the

---

<sup>33</sup> Minn. Stat. § 424A.015, subd. 3.

<sup>34</sup> Minn. Stat. § 424A.015, subd. 4 (Your relief association must be “a qualified pension plan under Section 401(a) of the Internal Revenue Code, as amended....”); IRC § 408(a).

<sup>35</sup> Minn. Stat. § 424A.015, subd. 5.

<sup>36</sup> Minn. Stat. § 424A.10.

supplemental benefit to be paid is ten percent of the regular lump-sum distribution, excluding any interest that may have been earned during the period of deferral, but not to exceed \$1,000.

## **ARTICLE VII – DEFERRED INTEREST**

Section 1 – **DEFERRED INTEREST TYPE.** Interest will be paid on partially-vested and fully-vested deferred lump-sum service pensions during the period of deferral. The amount payable to a deferred member will be transferred to a separate investment vehicle held by the relief association and maintained separately from the assets of the Association. Interest will be paid at the investment performance rate actually earned on the separate investment vehicle. The accrued liability for the deferred service pension is equal to the fair market value of the separate investment vehicle held by the relief association. Prior to the transfer to the separate investment vehicle, the Board will consult and confer with the deferred member on available investment options. The deferred member bears the full investment risk subsequent to transfer.

Section 2 – **DEFERRED INTEREST PAYMENT METHOD.** Interest on a deferred service pension is creditable beginning on the date the member separates from active Fire Department service and active Association membership, and ending on the date of the last valuation of the separate investment vehicle before the deferred member commences receipt of the deferred service pension.

## **ARTICLE VIII - ANCILLARY BENEFITS**

Section 1 – **SURVIVOR BENEFIT.** Upon the death of a member of the Association and following the submission and approval of an Application for Distribution, a survivor benefit will be paid out of the Special Fund to the member's surviving spouse; if there is no surviving spouse, to the member's surviving children; if there is no surviving spouse and there are no surviving children, to the member's designated beneficiary. If no beneficiary has been designated and if the deceased member was active or deferred, the survivor benefit will be paid as a death benefit to the estate of the deceased member.

If there are no surviving children, the member's surviving spouse may waive, in writing, wholly or partially, the spouse's entitlement to a survivor benefit, so that the survivor benefit may be paid directly to

the member's designated beneficiary.

A trust created under Chapter 501B may be a designated beneficiary if the survivor benefit will be distributed as a one-time lump-sum payment. If a trust was created and is payable to the surviving children and there is no surviving spouse, the survivor benefit will be paid to the trust.

For *active* members, a survivor benefit equal to the benefit level for each year that the member served as an active firefighter in the Fire Department, without regard to minimum or partial vesting requirements, but in no case less than five times the benefit level in effect on the date of the death, will be paid if, upon death, the member had not yet separated from active service. The benefit level can be found in Attachment A.

A survivor benefit equal to a deceased deferred member's deferred service pension will be paid on behalf of the deceased deferred member. The survivor benefit amount may not exceed the total earned service pension of the deceased deferred member.

Section 2 – **SUPPLEMENTAL SURVIVOR BENEFIT.**<sup>37</sup> A supplemental survivor benefit will be paid out of the Special Fund when a lump-sum survivor benefit is paid to the surviving spouse or, if none, to the surviving child or children of a deceased active or deferred member. The amount of the supplemental survivor benefit to be paid is 20 percent of the survivor benefit, but not to exceed \$2,000.

Section 3 – **NO ADDITIONAL FINANCIAL RELIEF.** Except for the relief expressly identified for survivors in these bylaws, a member or former member's surviving spouse, child or children, designated beneficiary, and/or estate are not entitled to any other or further relief or benefits from the Association.

Section 4 – **DISABILITY BENEFIT.**<sup>38</sup> Permanent disability benefits may be paid to permanently disabled members of the Association out of the Special Fund following the submission and approval of an Application for Distribution. For *active* members, a permanent disability benefit equal to the benefit level for each year that the member served as an active firefighter in the Fire Department, without regard to minimum or partial vesting requirements, will be paid if, upon the date of permanent disability, the

---

<sup>37</sup> Minn. Stat. § 424A.10.

<sup>38</sup> Minn. Stat. §§ 424A.02, subd. 9; 424A.05, subd. 3.

member has not yet separated from active service. The benefit level can be found in Attachment A. The years of service must be determined as of the date of disability. The member is eligible to receive the disability benefit immediately upon approval by the Board.

**Section 5 – DISABILITY BENEFIT QUALIFICATION.**

i. Any such disability benefit paid in accordance within this section shall be in lieu of all rights to further service pension and survivor's benefit.

ii. Disability is defined as the inability to engage in performance of his/her duties by reason of a medically determinable physical or psychological impairment arising out of an act of duty which can be expected to last for a continuous period of not less than twelve months or can be expected to result in death, that was incurred in the line of duty.

iii. Reports required. No member shall be paid disability benefits except upon the written report of a physician or chiropractor of the member's choice. This report shall set forth the diagnosis and prognosis of the disability, disease or injury of the member. Each such report shall be filed with the association.

iv. Procedure. All applications for disability benefits shall be made within six months after such applicant has ceased to be an active member of the fire department. Written application shall be made to the Board setting out the nature and cause of such disability. This application shall be under oath by the member or his/her immediate family. The application shall be tabled until the next meeting so that the applicant may be examined by a physician or chiropractor of the member's choice. The physician or chiropractor shall submit a written opinion concerning the diagnosis and prognosis of the applicant's disability and its probable duration of permanence. The Board of Trustees has the discretion to request that another doctor, selected by the board, examine the applicant. Final determination of disability will be based on the reports of at least one doctor and by a 2/3 majority vote of a quorum of the Board of Trustees present at the subsequent association meeting.

v. An applicant shall not be considered under a disability unless the applicant furnishes adequate proof of the existence thereof. An applicant's statement as to pain or other symptoms will not alone be conclusive evidence of disability as defined in this section.

vi. Grievance Procedure. If the applicant for disability benefits feel that h/she has been aggrieved by any action of the Board, the applicant shall, within sixty (60) days from notice of such action of the Board, file written objections and the reasons thereof with the Board and shall be allowed to appeal the determination pursuant to the review procedure in these bylaws.

Section 6 – **PAYMENT OPTIONS.** The recipient of an ancillary benefit may elect, by making a written request, the manner of payment of the ancillary benefit. Options include:

- (a) A single lump-sum payment payable to the intended recipient (subject to current income tax withholding requirements).
- (b) A direct transfer on an institution-by-institution basis of the lump-sum survivor benefit to the *active* member’s surviving spouse’s individual retirement account (IRA).<sup>39</sup> (This option is available to certain recipients of a survivor benefit.)

Section 7 – **DISABILITY BENEFIT TO DEFERED MEMBERS.** Payment of a permanent disability benefit to a deferred member is not authorized by this Association.

Section 8 – **TEMPORARY DISABILITY BENEFIT.** Temporary disability benefits are not provided by this Association.

## ARTICLE IX - FUNDS

Section 1 – **FUNDS.**<sup>40</sup> The Association will establish and maintain a Special Fund and a General Fund.<sup>41</sup>

Section 2 – **SPECIAL FUND.**<sup>42</sup> All public funds, such as state fire aid, municipal contributions, and supplemental benefit reimbursements, received by the Association will be deposited in the Special Fund. Disbursements from the Special Fund will not be made for any purpose except as authorized by Minn. Stat. §§ 69.80 and 424A.05.

The Treasurer is the custodian of the assets of the Special Fund and the recipient on behalf of the Special Fund of all revenues payable to it. The Treasurer will maintain adequate records documenting all transactions involving the financial activities of the Special Fund.

---

<sup>39</sup> Minn. Stat. § 424A.015, subd. 4 (Your relief association must be “a qualified pension plan under Section 401(a) of the Internal Revenue Code, as amended...”); IRC § 408(a).

<sup>40</sup> Charitable Gambling funds are outside the scope of this sample bylaw guide.

<sup>41</sup> Minn. Stat. § 424A.06.

<sup>42</sup> Minn. Stat. §§ 69.80; 424A.05.

Section 3 – **GENERAL FUND.**<sup>43</sup> Money received from any nonpublic source, such as fundraising activities and donations, will be deposited into the General Fund. Funds may be disbursed by the Board for any purpose authorized by the articles of incorporation or by these bylaws. Such purposes include any purpose reasonably suited to promote the welfare of the Association and its members. All Association expenses not specifically authorized by State statute to be paid out of the Special Fund must be paid out of the General Fund.

The Treasurer is the custodian of the assets of the General Fund and the recipient on behalf of the General Fund of all revenues payable to it. The Treasurer will maintain adequate records documenting any transactions involving the financial activities of the General Fund.

Section 4 – **NONASSIGNABILITY OF BENEFITS.**<sup>44</sup> Benefits paid or payable from the Special Fund are not subject to garnishment, judgment, execution, or other legal process, except as provided in Minn. Stat. §§ 518.58; 518.581; or 518A.53. Benefits paid or payable may not be assigned for any purpose.

Section 5 – **DISBURSEMENT OF FUNDS.** No disbursement of funds of this Association shall be made except by checks drawn by the Treasurer and countersigned by the President, Vice President or Secretary, except when issued for salaries, pensions and other fixed charges, the exact amount of which has previously been determined and authorized by the Board of Trustees or the members. No check shall be issued until the claim to which it relates has been approved by the Board of Trustees.

## **ARTICLE X - INVESTMENTS**

Section 1 – **STANDARD OF FIDUCIARY CONDUCT.**<sup>45</sup> Trustees owe a fiduciary duty to the active, deferred, and retired members of the Association, who are plan beneficiaries; to the taxpayers of the municipality, who help finance the plan; and to the State of Minnesota, which established the plan. The Trustees will act in good faith and exercise that degree of judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, considering the probable safety of plan capital as well as the probable

---

<sup>43</sup> Minn. Stat. § 424A.06.

<sup>44</sup> Minn. Stat. § 424A.015, subd. 2.

<sup>45</sup> Minn. Stat. § 356A.04.

investment return to be derived from the assets.

**Section 2 – INVESTMENT POLICY.** The Board will approve an investment policy, and will investigate and prepare for the safe and profitable investment of Association funds in conformance with State statutes and the Association’s investment policy. The Board may hire investment professionals to act for or on its behalf. The Special Fund assets will be invested only in securities that are authorized by Minn. Stat. §§ 69.775; 356A.06, subd. 6; and 356A.06, subd. 7 (if the Association qualifies to use the expanded list).<sup>46</sup> The Board will have on file a copy of the investment policy of the Association. The Board will file a copy of the Association’s investment policy, and all changes to the policy, with the Office of the State Auditor.<sup>47</sup>

**Section 3 – BROKER CERTIFICATION.**<sup>48</sup> The Association will provide annually to its broker a written statement of investment restrictions from the applicable State laws and from the Association’s investment policy. Annually, before the Association enters into or continues business with the broker, the broker must submit to the Association a signed Broker Certification, using the form prepared by the Office of the State Auditor.

## **ARTICLE XI – UNCLAIMED BENEFITS**

**Section 1 – UNCLAIMED BENEFITS.**<sup>49</sup> In the event that the Association is unable with reasonable effort to locate a member or a survivor of a member entitled to payment or distribution under these bylaws or by State law, the benefit distributable to such member or survivor of such member will be forfeited and will be credited to the Special Fund. Efforts to locate a member or survivor must be documented. Forfeiture will occur no earlier than thirty-six (36) months after the Board concludes the Association was unable to locate such member or survivor despite reasonable efforts to locate them.

## **ARTICLE XII – AMENDMENTS**

---

<sup>46</sup> Minn. Stat. § 424A.05, subd. 4.

<sup>47</sup> Minn. Stat. § 356.219, subd. 3(a).

<sup>48</sup> Minn. Stat. § 356A.06, subd. 8b.

<sup>49</sup> If an Association’s bylaws do not address the disposition of unclaimed benefits, unclaimed benefits must be handled as set forth in Minn. Stat. § 356.65.

Section 1 – **AMENDMENTS.**<sup>50</sup> These bylaws may be amended when necessary by a 2/3 majority of the members of the Board. Proposed amendments will be submitted to the Secretary to be posted with regular Board announcements.

Amendments to these bylaws which affect the amount of, the manner of payment of, or the conditions for qualification for service pensions, deferred service pensions, or ancillary benefits are not effective until they have been ratified by the City Council.<sup>51</sup>

The Association will file a revised copy of these bylaws with the Office of the State Auditor upon the adoption of any amendments.<sup>52</sup>

---

<sup>50</sup> Minn. Stat. § 317A.181.

<sup>51</sup> In certain circumstances, bylaw amendments which affect service pensions, deferred service pensions, or ancillary benefits do not require City ratification to become effective. *See* Minn. Stat. § 424A.02, subd. 10.

<sup>52</sup> Minn. Stat. § 424A.02, subd. 10.

**BYLAWS**

These bylaws are hereby adopted and approved by the members of the Saint Peter Fire Relief Association on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

date: \_\_\_\_\_

\_\_\_\_\_  
President

date: \_\_\_\_\_

\_\_\_\_\_  
Secretary

date: \_\_\_\_\_

\_\_\_\_\_  
Treasurer

**AMENDMENTS**

These amendments to the bylaws are hereby adopted and approved by the members of the Saint Peter Fire Relief Association on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ date: \_\_\_\_\_  
President

\_\_\_\_\_ date: \_\_\_\_\_  
Secretary

\_\_\_\_\_ date: \_\_\_\_\_  
Treasurer

**ATTACHMENT A – BENEFIT LEVEL**

<b>BENEFIT LEVEL AMOUNT</b>	<b>DATE RATIFIED BY CITY</b>	<b>EFFECTIVE DATE</b>
\$1,800 per year of service	1999	1999
\$1,900 per year of service	2000	2000
\$1,950 per year of service	2001	2001
\$2,150 per year of service	2004	May 1, 2004
\$2,200 per year of service	2005	May 1, 2006
\$2,350 per year of service	2007	May 1, 2007
\$2,400 per year of service	2008	May 1, 2008

## ATTACHMENT B – COMPENSATION

### TRUSTEE

### SALARY

Secretary (Officer) \_\_\_\_\_

\$225 per year

Treasurer (Officer) \_\_\_\_\_

\$300 per year

**ATTACHMENT C – DEFERRED INTEREST RATE**

<b>INTEREST RATE</b>	<b>DATE RATIFIED BY CITY</b>	<b>EFFECTIVE DATE</b>
Not Applicable	Not Applicable	Not Applicable

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

STATE OF MINNESOTA)  
COUNTY OF NICOLLET)  
CITY OF SAINT PETER)

**RESOLUTION APPROVING MODIFIED FIRE RELIEF ASSOCIATION BYLAWS**

WHEREAS, the Fire Relief Association operates under specific bylaws; and

WHEREAS, the City Council must approve any changes or modifications to the bylaws document; and

WHEREAS, the Relief Association has re-written their bylaws to follow the model guide distributed by the Minnesota Attorney General's Office; and

WHEREAS, the membership of the Relief Association has voted to accept the rewritten bylaws; and

WEHREAS, the Relief Association requests approval of the modified document by the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the modified Saint Peter Fire Relief Association bylaws are hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of March, 2014.

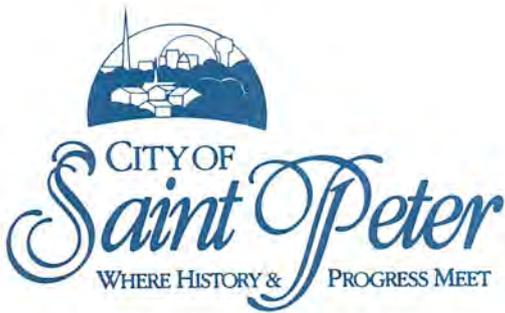
---

Timothy Strand  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

**TO:** Honorable Mayor Strand  
Members of the City Council

**DATE:** 3/6/14

**FROM:** Todd Prafke  
City Administrator

**RE:** Tobacco Ordinance Modification

### ACTION/RECOMMENDATION

Approve the amendment to City Ordinance related to the definition of Tobacco Products.

### BACKGROUND

The Council first discussed this issue in November of 2013. You later discussed it in January and received a presentation on the issue as a part of Gustavus Political Science Class project at the end of January.

Based on this discussion, Council directed staff to draft a modification to the ordinance that would change the definition of tobacco to include E-cigarettes.

The redline version would look like this:

Sec. 12-58. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Self-service merchandising means open display of tobacco-related products that the public has access to without the intervention of an employee.

Tobacco-related product means cigarettes, cigars, cheroots, stogies, perique, granulated, plug cut, crimp cut, ready, rubbed or other smoking tobacco, snuff, snuff flower, cavendish, plug and twist tobacco, fine cut and other chewing tobaccos, shorts, refuse scraps, clippings, cuttings and sweepings of tobacco prepared in such manner as to be suitable for chewing, sniffing or smoking in a pipe, rolling paper, any nicotine or lobelia delivery device, or other tobacco-related devices.

"Lobelia" is defined in the Miriam Webster dictionary, "lobelia" as 1.) any genus of widely cultivated plants having terminal clusters of showy lipped flowers or 2.) the leaves and tops of Indian tobacco.

While the modification to the Ordinance is pretty simple and has been reviewed by your City Attorney, it may be helpful to explain what this means and just as importantly what it does not mean.

This change will mean that selling E-cigarettes in Saint Peter requires a license.

Other issues related to the use of E-cigarettes are less clear due to two primary factors: 1) State law has not changed to include E-cigarettes; and 2) the changes such as you propose which have been made by other cities have not been contested in court. Your City Attorney and I believe that this proposed change in your definition would mean that the definition applies to sales under your licensing provision, but not the Indoor Clean Air Act. If modified, we would enforce and administer the rules under that presumption.

Therefore, the proposed change would mean that the sales rules in the state of Minnesota apply to the sale of E-cigarettes so sales would need to occur behind the counter as we regulate sales through licensing.

This does not impact the State Clean Air rules, so businesses would have to choose how to handle the use of E-cigarettes in their place of business as we do not regulate that Act. The State Department of Health clearly states that use of E-cigarettes does not currently fall within the definition of smoke within that Clean Air Act.

The Council did ask that we clarify City building policy and that will be addressed as a separate resolution. That change would mean that E-cigarettes use in City buildings would be prohibited as well. Even though it has been reported that this would mean that smoking of any type would be prohibited at all City facilities, including outdoor facilities, that is not accurate. The City does not have a ban on smoking at outdoor facilities and this would do nothing to change that fact. That is an issue the Council could take up if you wished. If the Council does wish to change its position, we may wish to think about enforcement implications before action is taken.

If the Council takes action to modify the Ordinance we intend to provide a letter to licensed retailers explaining the change and retail display impact to them.

#### **FISCAL IMPACT:**

There is no direct fiscal impact to this change. We will have small expenditures in the notification process and about \$500 in expenditures related to codification of the changes into the City Code.

#### **ALTERNATIVES AND VARIATIONS:**

Do no act: Staff will wait for your direction. As discussed, the State Legislature could change all of these issues. If the State does, we may have to discuss this again.

Negative vote: Staff will wait for your direction.

Modification of the resolution: This is always an option of the Council.

Please feel free to contact me if you have any questions or concerns on this agenda item.

TP/bal

ORDINANCE NO. \_\_, THIRD SERIES

**AN ORDINANCE AMENDING SAINT PETER CITY CODE CHAPTER 12 "BUSINESS REGULATION AND LICENSING", ARTICLE III "TOBACCO PRODUCTS" BY THE MODIFICATION OF SECTION 12-58 "DEFINITIONS" AND ADOPTING BY REFERENCE SAINT PETER CITY CODE CHAPTER 1 SECTION 1-6, WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS**

WHEREAS, the City Code contains provisions for the regulation and licensing of tobacco products; and

WHEREAS, the City Council wishes to modify the regulations to include products commonly known as "e-cigarettes"; and

WHEREAS, staff recommends the definitions contained under Article III "Tobacco Products" be modified to include any nicotine or lobelia delivery device (e-cigarettes).

NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, DOES HEREBY ORDAIN:

Section 1. Saint Peter City Code, Section 12-58 is hereby modified as follows:

Sec. 12-58. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Self-service merchandising means open display of tobacco-related products that the public has access to without the intervention of an employee.

Tobacco-related product means cigarettes, cigars, cheroots, stogies, perique, granulated, plug cut, crimp cut, ready, rubbed or other smoking tobacco, snuff, snuff flower, cavendish, plug and twist tobacco, fine cut and other chewing tobaccos, shorts, refuse scraps, clippings, cuttings and sweepings of tobacco prepared in such manner as to be suitable for chewing, sniffing or smoking in a pipe, rolling paper, any nicotine or lobelia delivery device, or other tobacco-related devices.

Section 2. All provisions of Chapter 1 of the Saint Peter City Code are made a part hereof and applicable to this Ordinance.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 10<sup>th</sup> day of March, 2014.

ATTEST:

\_\_\_\_\_  
Todd Prafke  
City Administrator

\_\_\_\_\_  
Jeffery Brand  
Mayor pro tem

The foregoing Ordinance was adopted by the following votes:

Ayes:

Nays:

Absent:

Published in the *Saint Peter Herald* on \_\_\_\_\_, 2014

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2014 -**

**STATE OF MINNESOTA)  
COUNTY OF NICOLLET)  
CITY OF SAINT PETER)**

**RESOLUTION DESIGNATING CITY BUILDINGS AS "SMOKE FREE"**

WHEREAS, indoor pollution, including second hand smoke, may contribute to a number of health concerns; and

WHEREAS, the city is required to comply with Minnesota and Federal government regulations for clean air in government owned and/or operated facilities; and

WHEREAS, these issues would be addressed by designating all City buildings as "smoke free" zones; and

WHEREAS, on August 12, 2002 the City Council adopted Resolution No. 2002-198 to designate all City buildings as "smoke free"; and

WHEREAS, the Council has since taken action to modify the City Code definition of tobacco products to include any nicotine or lobelia delivery device.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT:

1. All areas of all City buildings are hereby declared as "smoke free" zones and smoking or tobacco use of any kind, including any nicotine or lobelia delivery device, is prohibited.
2. The smoke free designation shall extend to a distance of ten feet (10') from all entrances to City buildings.
3. This restrictions shall include any buildings constructed and/or owned by the City of Saint Peter in the future.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of March, 2014.

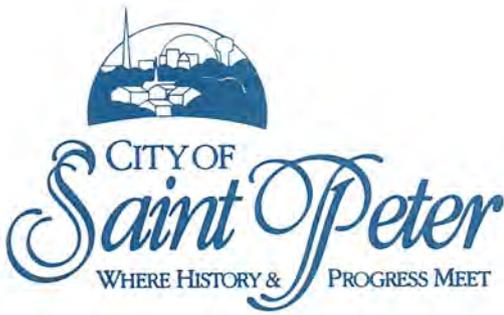
---

Timothy Strand  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** March 3, 2014

**FROM:** Lewis Giesking  
Director of Public Works

**RE:** Unbudgeted Truck Purchase: 2014 Ford ½ ton Super Cab

### ACTION/RECOMMENDATION

Authorize the unbudgeted purchase of a 2014 Ford ½ ton, 4x4, Super Cab, from Tenvoorde Ford of Saint Cloud, Minnesota in the amount of \$27,051.75.

### BACKGROUND

Staff has worked with five truck suppliers who can supply a ½ ton super cab vehicles to obtain prices for the replacement of Unit #4 in the Stormwater Utility. Staff obtained a "state bid" price from Tenvoorde Ford and then worked with four regional truck dealers to obtain pricing. The vehicle being replaced is used in the Stormwater utility. The truck moves seasonal staff and equipment to City facilities where mowing and site maintenance are performed.

The Chevrolet truck being disposed of, Unit #4, was purchased new in 1995 and has 91,263 miles. It is currently being used by the part-time summer help and by the Meter Readers in the winter time. This past summer it was repaired frequently and could not be used by Meter Reading staff this winter. Staff proposes to use the new vehicle in the Stormwater Utility where it will work as a field vehicle to service contractors, complete locates and to complete customer service calls. The truck currently used (Unit #1) will be passed down to meet seasonal transportation needs. The existing Unit #4 will be sold on-line and disposed of.

Four formal written proposals were received, of which two met the minimum specifications for the truck, as follows:

<u>VENDOR</u>	<u>PRICE</u>
Tenvoorde Ford, Saint Cloud	\$27,051.75
Wolf Motors, Le Sueur	\$27,566.00
Snell Motors, Mankato	does not meet specifications
Lagers Inc., Saint Peter	does not meet specifications
Mankato Ford, Mankato	did not submit bid

Two truck dealers did not meet the specification of an 8' truck box as they can only provide a 6 1/2' truck box. The 8' truck box is critical for carrying curbstop and watermain wrenches and tools. This truck is mainly used for assisting contractors with watermain and sewermain work and water, wastewater and stormwater locates.

Once the new vehicle is delivered, staff plans to add a shovel rack and tool boxes for an additional cost of around \$1,000.

Staff recommends that Tenvoorde Ford be authorized to supply the specified vehicle. If approved, the truck would be delivered in about 75 days.

**FISCAL IMPACT:**

Since the water and wastewater budgets have not been approved this is an unbudgeted purchase. Funds are allocated in the 2014 Stormwater budget. The water and wastewater budgets will contain appropriations for capital funds for this purchase when the budgets are considered. The cost of the truck would be divided equally between the water, wastewater and stormwater funds.

**ALTERNATIVES/VARIATIONS:**

Do not act: Staff will await City Council direction.

Negative Votes: Staff will await City Council direction.

Modification of the Resolution: This is always an option of the Council.

Please feel free to contact me should you have any questions or concerns about this agenda item.

LGG/amg

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

STATE OF MINNESOTA)  
COUNTY OF NICOLLET)  
CITY OF SAINT PETER)

**RESOLUTION AUTHORIZING UNBUDGETED PURCHASE OF A FORD 4X4 SUPER CAB**

WHEREAS, in 1995 the City purchased a Chevrolet truck to be used in the utility division of Public Works; and

WHEREAS, the vehicle, which has served the City well, has over 91,000 miles and is in need of replacement; and

WHEREAS, the City wishes to be able to provide adequate customer service support functions by completing locates in the water, wastewater and stormwater utilities; and

WHEREAS, the City wishes to support construction activities for water, wastewater and stormwater infrastructure; and

WHEREAS, two written proposals were received for replacement of the Chevrolet from qualified truck dealers; and

WHEREAS, the lowest proposal was received from Tenvoorde Ford of Saint Cloud, Minnesota; and

WHEREAS, purchase of a 2014 Ford 4X4 ½ ton Super Cab truck in the amount of \$27,051.75 is an unbudgeted purchase as 2014 budgets for water and wastewater have not yet been adopted; and

WHEREAS, if the Ford purchase is approved, the City would no longer have a need for the 1995 Chevrolet and staff recommends it be declared as surplus property.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT:

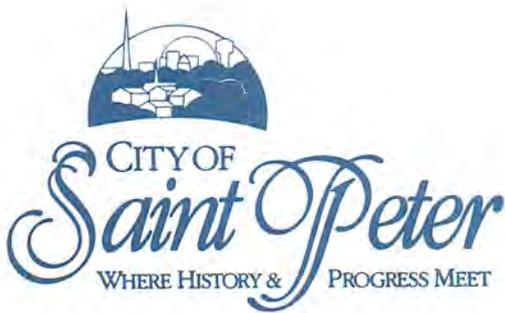
1. Staff is directed to proceed with the unbudgeted purchase of a 2014 Ford 4X4 ½ ton super cab truck from Tenvoorde Ford of Saint Cloud in the amount of \$27,051.75.
2. The purchase shall be funded equally from the water, wastewater and stormwater budgets.
3. The existing 1995 Chevrolet truck, for which the City no longer has a need, is hereby declared as surplus property and staff is directed to dispose of the vehicle through public sale as outlined in the City Code.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10<sup>th</sup> day of March, 2014.

\_\_\_\_\_  
Jeffery Brand  
Mayor pro tem

ATTEST:

\_\_\_\_\_  
Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**FROM:** Lewis Giesking  
Director of Public Works

**RE:** 2014 Rain Barrel Program

**DATE:** March 4, 2014

### ACTION/RECOMMENDATION

Authorize staff to proceed with the 2014 Rain Barrel Program.

### BACKGROUND

With the success of the 2013 Rain Barrel Program and at the direction of the City Council, City staff has been working with local businesses to extend the program in 2014. This type of program is becoming more frequent in communities such as ours as the City continues to reach out and offer more choices and benefits to help each homeowner minimize their monthly cost and still keep their property looking nice.

The program includes a subsidy in the cost to the homeowners plus two options for the type of barrels. The selected rain barrels will be obtainable at four businesses including Arrow Ace Hardware, Mary's Flowers, Saint Peter Greenhouse and Floral, and Traverse des Sioux Garden Center. It has been expressed by the businesses that the program was well run and they liked the fact that the City continues to work with them on promoting items that are bought and sold locally. Each of the businesses expressed that barrels chosen were good products and they hope to continue the existing program. They voiced some concern about lowering the quality of the barrels used and customer satisfaction if lesser units were sold.

The rain barrels are the same barrels that were used last year and can be obtained for either \$80 or \$90 depending on the unit selected. If the customer would like to pick out a different barrel sold from one of the businesses listed above, they are able to do so as long as the barrel price is at least \$80. Last year this did happen a couple of times giving the homeowner their choice in what the rain barrel looked like, was constructed of, and what they were willing to spend.

This year staff is also recommending that the "Barrel Kit" remain an option for customers as some owners may have their own rain barrel. The "kit" allows the owner to retrofit the barrel and makes it useable as a rain barrel. Kits can be purchased for \$32 and customers are eligible for a \$10.00 rebate on this item. We do have some concerns about the proliferation of the "big blue" barrels in neighborhoods and hope that folks who are interested and go to this effort will also understand that our visual environment is a consideration as well.

Just like in 2013 and 2104, the customer will initially pay full price for the rain barrel/rain kit and will fill out a rebate form at the time of purchase. City staff will pick up the rebate forms at the business and deliver the forms to the Finance Department who will issue a \$25 or \$10 credit to the customer on their utility bill.

It is anticipated that approximately 20 rain barrel units and 5 conversion kits will be sold during the duration of the program which would run from May 15th to July 15<sup>th</sup> and that the Stormwater Utility will spend about \$550 for this program. In 2013, 17 rain barrels and 4 conversion kits were purchased through this program at an expense of less than \$500 to the utility.

This kind of program is good for the community in a number of different ways. First, it provides an opportunity at a reduced cost for homeowners to do something that can have a positive impact on the environment (not to mention the benefit to their plants and gardens). Use of rain barrels can help save irrigation costs and helps in a small way to recharge our groundwater. In addition, it provides a wonderful, positive contact opportunity for staff that shows the City's commitment to environment. While we show the environmental commitment in many ways, like enhanced wastewater treatment, experimenting with electric gators, composting, and others, this is a day-in day-out example that our customers have direct opportunity to see and use. And our private/public partnership with local businesses is positive in keeping dollars and opportunities at home.

**FISCAL IMPACT:**

Based on past participation, I estimate approximately \$550 in rebates would be provided to customers.

**ALTERNATIVES/VARIATIONS:**

Do not act: Staff will seek City Council direction.

Negative Votes: The project will not proceed.

Modification of the Resolution: This is always an option of the Council.

Please feel free to contact me should you have any questions or concerns about this agenda item.

LGG/amg



Fiskars Rain Barrel  
48 Gallon  
\$90.00 before rebate

## 2014 Rain Barrel Rebate! May 15th through July 15th

\$80.00 Rain Barrel  
purchase qualifies for a  
rebate of \$25.00



Earth Minded Rain Barrel 45  
Gallon  
\$80.00 before rebate

### Conversion Kits Now Available!

DIY Rain Barrel Diverter and Parts Kit  
\$32.00 before rebate

Qualifies for a rebate of \$10.00

Kit includes all the parts needed to create a  
rain barrel.

Barrel is **NOT** included!

### Available for Purchase At

Arrow Ace Hardware

Mary's Flowers

St. Peter Greenhouse & Floral

Traverse de Sioux Garden Center

### Rain Barrel Benefits

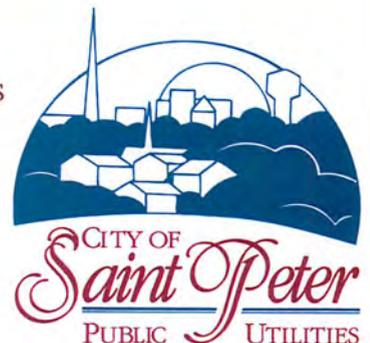
Rainwater is great for gardens, houseplants, auto cleaning, window washing, and many other household chores; they provide a source of water during droughts; they save you money by lowering your water bill and they reduce stress on the municipal storm drain and sewer systems.

Rebate forms will be filled out at time of purchase. Utility personnel will pick up rebates and submit to the City Finance for reimbursement on your utility bill. Limit two per household. Rebate available to the first 50 qualified rain barrel purchases.

If your neighborhood has an association, please check current bylaws to determine eligibility.

Rebates are received in the form of a utility rebate credit.

Program is sponsored by the City of Saint Peter Stormwater Utility



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

STATE OF MINNESOTA)  
COUNTY OF NICOLLET)  
CITY OF SAINT PETER)

**RESOLUTION AUTHORIZING CONTINUATION OF RAIN BARREL PROGRAM AND  
ESTABLISHING FUNDING FOR REBATE PROGRAM**

WHEREAS, the City Council has established a Stormwater Utility; and

WHEREAS, Council previously directed staff to establish a program that promotes the use of rain barrels as a way to help reduce stormwater runoff, conserve water, enhance regeneration of local aquifers; and

WHEREAS, funding is available in the Stormwater Fund budget to provide rebates for continuation of the rain barrel program during 2014; and

WHEREAS, the Council believes that providing for a private /public partnership on the sale of the rain barrels is positive for the promotion of the program.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT:

1. Staff is directed to utilize up to \$1,000 from Stormwater Funds for the payment of individual rebates for the purchase of rain barrels and/or rain barrel kits from these selected vendors: Arrow Ace Hardware, Mary's Flowers, St. Peter Greenhouse and Floral, and Traverse des Sioux Garden Center.
2. To be eligible for rebates the rain barrel must be of the two selected types or have a sale price greater than \$80.
3. Saint Peter utility customers are eligible for up to two rebates per utility address.
4. Rebates will be provided as a credit on the buyer's Saint Peter utility bill in the amount of \$25 for a rain barrel and \$10 for a rain barrel kit.
5. Rebates will be provided for the first fifty (50) Rain Barrels sold.
6. The program will run from May 15, 2014 to July 15, 2014.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of March, 2014.

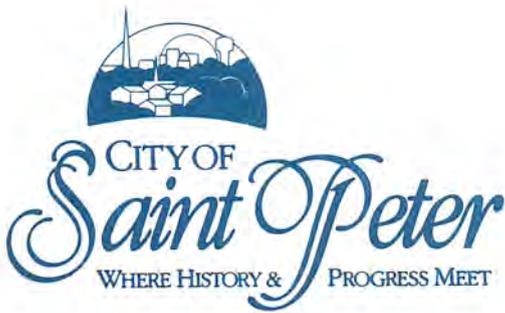
---

Jeffery Brand  
Mayor pro tem

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** March 5, 2014

**FROM:** Lewis Giesking  
Director of Public Works

**RE:** Nicollet Avenue Electric Project Bid Authorization

### **ACTION/RECOMMENDATION**

Authorize receipt of bids for purchase of electric switches and related items.

### **BACKGROUND**

The City built a new substation with a new transmission transformer on Sunrise Drive last year. The City currently has four substation transformers in operation; two at the South Front Street Substation, one at the Broadway Substation, and one at the Sunrise Substation. The four transmission transformers provide redundancy for the City and if one of the transformers fails, the other three have enough capacity to provide electric power to the City.

One of the two 45-year old transformers at the South Front Street Substation failed and was replaced in 2012. There is some risk that the remaining original transformer could fail at any time. The risk is mitigated to some extent with the addition of the Sunrise transformer which allows reduction in the load on our oldest (1965) transformer. If one transformer fails at the South Front Street Substation, it is difficult and time consuming to reroute electricity through the distribution system to utilize all the remaining three transformers to provide power to the entire City. The remaining old transformer could be replaced at an estimated cost of \$500,000-\$600,000; however, the City would still have the problem of routing electricity to provide redundancy for the electric circuits on the west side of the City.

To overcome this issue, I propose construction of a distribution circuit from the Sunrise Substation to Nicollet Avenue and following Nicollet Avenue to Broadway Avenue completing the circuit between the Broadway Substation and the Sunrise Substation. The proposed circuit will also provide redundancy (feed from two directions) for the Welco West, Westview and Windsor Pond Subdivisions. The remainder of the circuit will provide interconnection between the Sunrise and Broadway Substations for now and will be available in the future to provide service to anticipated growth along Nicollet Avenue.

The City purchased the wire to complete this circuit in December 2012 when a company had a special end of season deal on distribution wire. Pricing was at about one-half the normal cost with a total cost of \$111,600. The City has received delivery of the wire. In order to install this west circuit, we also need to purchase five switches and related materials. A sixth switch located on Dodd Avenue, which is having problems with mice, also needs to be changed out.

The cost estimate for the switches and related materials to complete the electric distribution circuit is estimated to be \$380,000. Conduit, which was installed as a part of the new underground transmission line installation along Nicollet Avenue, is already in place for the installation of the wire. City staff will install all of the equipment to establish this new circuit.

Staff is seeking authorization to receive bids for the materials needed for this project. Once the bids have been received the City Council will have an opportunity to determine whether the project will proceed or not.

**FISCAL IMPACT:**

This work would be funded from the Electric Utility fund.

**ALTERNATIVES/VARIATIONS:**

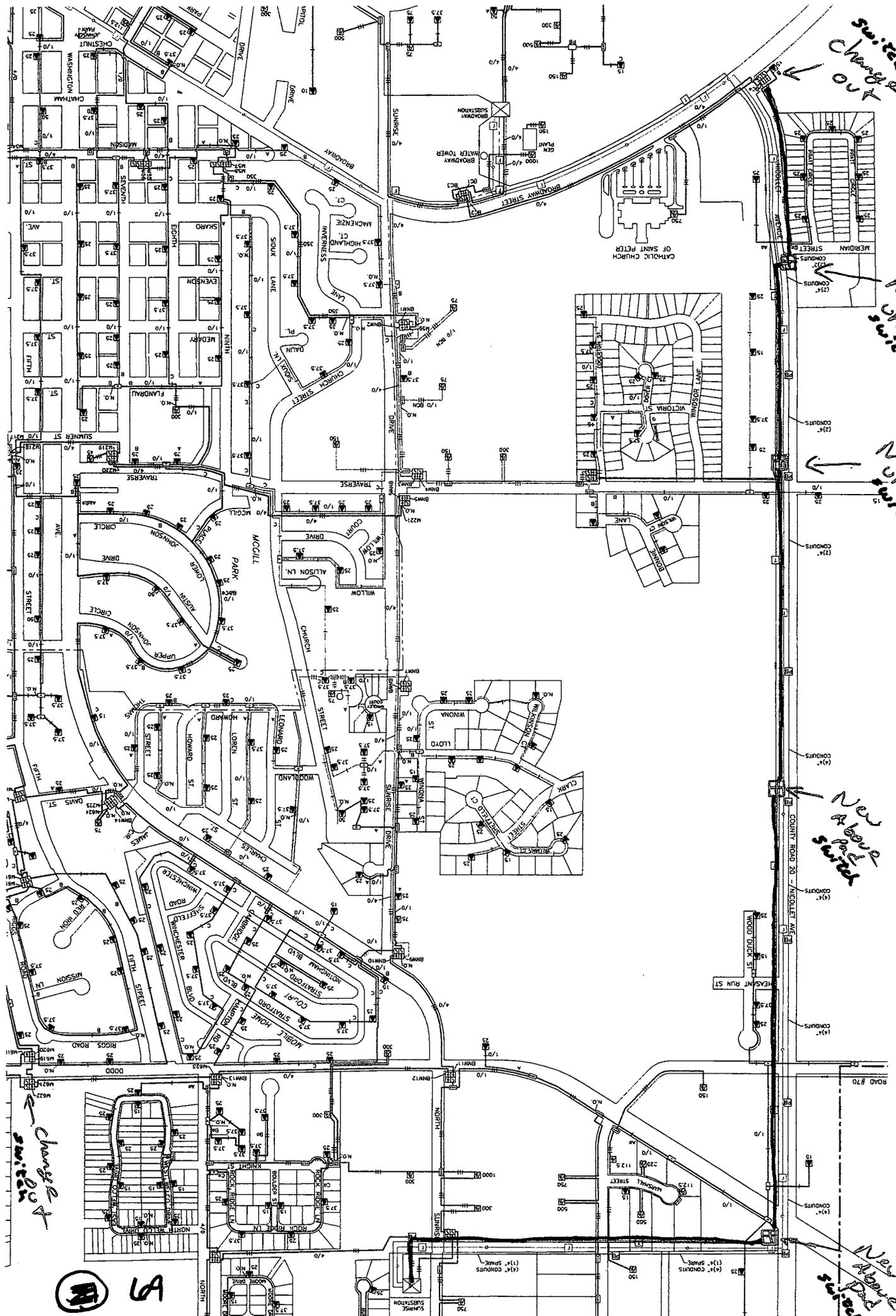
Do not act: Staff will seek City Council direction.

Negative Votes: The project will not proceed.

Modification of the Resolution: This is always an option of the Council.

Please feel free to contact me should you have any questions or concerns about this agenda item.

LGG/amg



switch charge out

New utility switch

New utility switch

New Above Road 20 Poles

New Above Road 20 Poles

charge switch

LA

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

STATE OF MINNESOTA)  
COUNTY OF NICOLLET)  
CITY OF SAINT PETER)

**RESOLUTION AUTHORIZING THE RECEIPT OF BIDS FOR PURCHASE OF MATERIALS  
FOR NICOLLET AVENUE ELECTRIC PROJECT**

WHEREAS, the City strives to provide a reliable source of electricity for all utility customers; and

WHEREAS, the City planned for installation of a west electric distribution circuit interconnecting the Broadway Substation to the Sunrise Substation; and

WHEREAS, conduit was installed parallel to the underground transmission line to accommodate this installation; and

WHEREAS, the underground transmission line has been installed and the Sunrise Substation is complete and operational; and

WHEREAS, Welco West, Westview and Windsor Pond Subdivisions are fed electricity from only one direction; and

WHEREAS, the south portion of this new circuit would provide a second feed for the subdivisions; and

WHEREAS, the City has redundancy with four substation transformers; whereby, any three of these should be able to feed electricity to the entire community; and

WHEREAS, a west electric circuit is required to allow redistribution of electricity depending on which substation transformers are available; and

WHEREAS, the wire for the proposed circuit has been purchased and is in inventory; and

WHEREAS, staff recommends authorization be provided for the receipt of bids for switches and connecting materials for the proposed electric circuits.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: staff us authorized to proceed with receipt of bids for switches and connecting materials for a west electric circuit located along Nicollet Avenue.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of March, 2014.

\_\_\_\_\_  
Jeffrey Brand  
Mayor pro tem

ATTEST:

\_\_\_\_\_  
Todd Prafke  
City Administrator